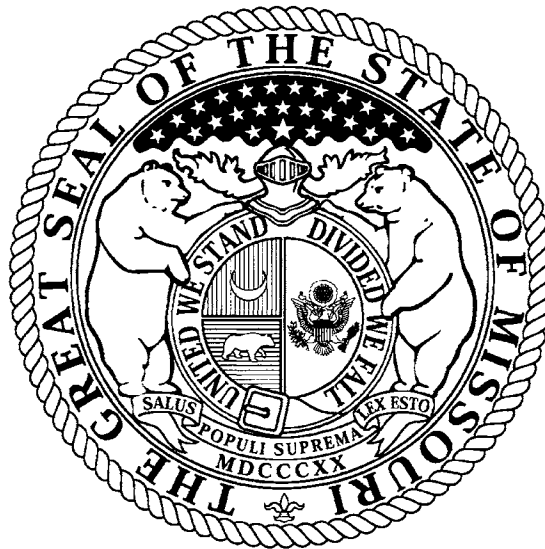


# Fiscal Year 2007 Budget Request

Office of the Secretary of State



Robin Carnahan  
Secretary of State

Includes Governor's Recommendations



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## OFFICE OF THE SECRETARY OF STATE

With approximately 260 employees, the major divisions within the Secretary of State's office are: Business Services, Elections, Securities, State Library, Records Services, and Administrative Services.

The Business Services Division has three sections: Commissions, Corporations and Uniform Commercial Code. The secretary of state appoints and commissions notaries public. The unit certifies notaries for foreign documents, elected officials, and the State Registrar of Vital Statistics. The Commissions section authenticates official acts of the governor and maintains bonds and oaths of office for state officials. The section also registers trademarks and service marks and keeps a registry of all marks. The secretary of state is responsible for the registration of all Missouri and out-of-state business entities doing business in Missouri. These entities include for profit and nonprofit corporations, and specialized business. The secretary of state's office is the centralized office for the perfecting of personal property liens and other creditor interests under the Uniform Commercial Code (UCC).

The office of the secretary of state administers all statewide elections for both candidates and issues through the Elections Division. Missouri has nearly 3.7 million registered voters, and in the 2004 November general election, 2.7 million voters went to the polls. Candidates for the six constitutional state offices, U.S. Congress, the General Assembly, and circuit judges not covered by the non-partisan court plan, file for election with the secretary of state. Statewide ballots for primary, general, and certain special elections are also prepared by the secretary of state, and certified copies of those ballots are sent to local election officials. The secretary of state also certifies statewide ballot measures that are proposed by the General Assembly or through the initiative petition process.

The secretary of state is responsible for ensuring compliance with state securities laws through activities of the Securities Division. This responsibility includes enforcement of the law when violations occur, and the regulation of investment sales through registration of securities, broker-dealers, agents, investment advisers and investment adviser representatives.

Responsibilities of the Missouri State Library are to provide library and reference services to Missouri state government; provide library services to the blind and physically disabled; and promote the development and improvement of library services throughout the state. The Library Development section supports libraries through consulting, administration of grant programs, continuing education and statewide programs. Reference Services subscribes to a number of online databases geared to the needs of state government. Wolfner Library for the Blind and Physically Handicapped serves as the public library for Missourians unable to use standard print because of a visual or physical disability.

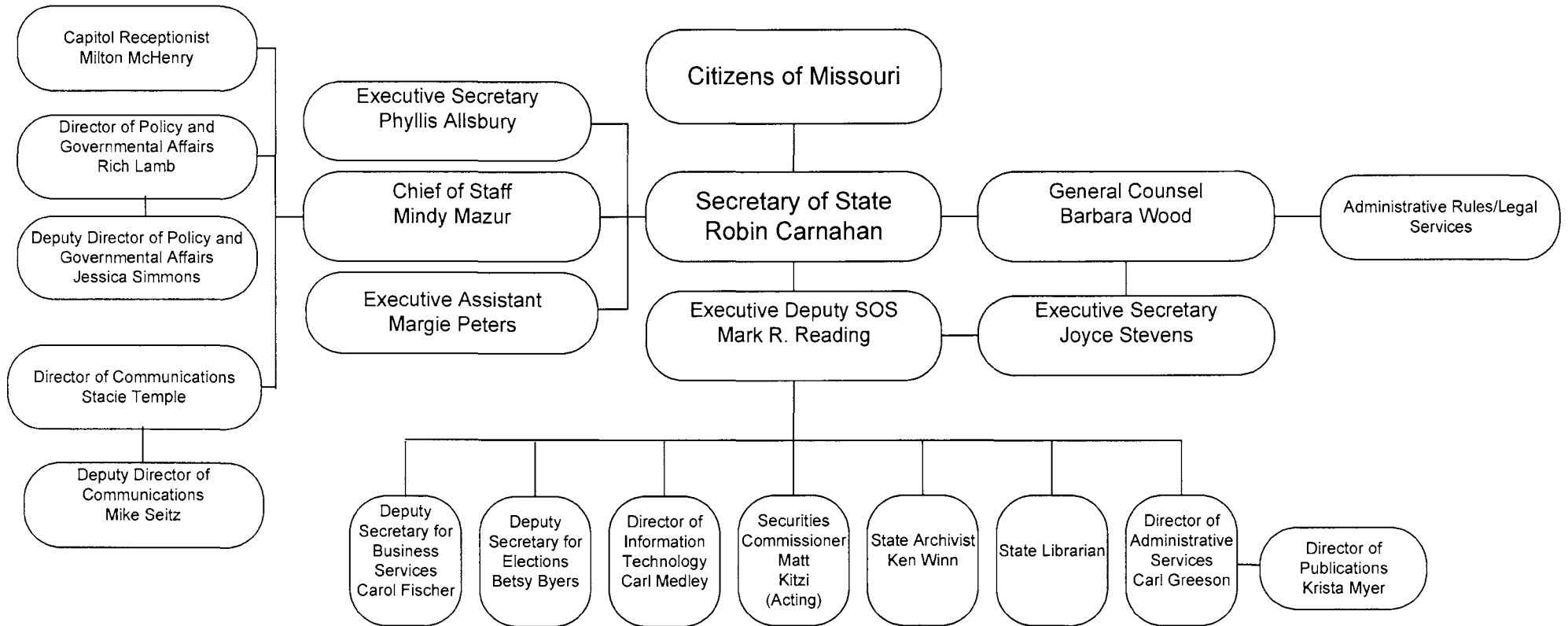
The Records Services Division is responsible for managing both current and historical records of the state to ensure those records are accessible to Missouri citizens. It is also responsible for assisting local governments in records preservation and management. Records conservation staff provides an advisory service to local government offices on all aspects of record care and preservation, as well as advice on disaster recovery. Records Management Division is divided into three sections: Records Management Services, the State Records Center, and Imaging Services.

The Local Records Grant program began in 1991 and is funded through a fee placed on documents filed with county recorders. In Fiscal Year 2005, the secretary of state awarded \$327,000 in grant funds to 44 projects. Approximately 60 percent of the funds will be used for microfilming local permanent records to ensure their preservation and to position them for potential digitization. The grants require local matches.

The Administrative Rules Division also publishes emergency rules in the Missouri Register. An agency may file an emergency rule if the agency finds an immediate danger to the public health, safety or welfare requiring emergency action or if the emergency rule is necessary to preserve a compelling governmental interest that requires an early effective date.

The Administrative Services Division provides fiscal, budget, procurement, human resources and facilities management support and general office services to the office of secretary of state. The Division of Publications handles a variety of printing and graphic arts responsibilities for the office of the secretary of state.

# Office of Secretary of State



**State Auditor's Reports, Oversight Evaluations, and Missouri Sunset Act Reports**

<b>Program or Division Name</b>	<b>Type of Report</b>	<b>Date Issued</b>	<b>Website</b>
Office of the Secretary of State	Audit Report	January 22, 2003	<a href="http://www.auditor.mo.gov/press/2003-09.htm">http://www.auditor.mo.gov/press/2003-09.htm</a>
Office of the Secretary of State	Audit Report	March 5, 2005	<a href="http://www.auditor.mo.gov/press/2005-19.htm">http://www.auditor.mo.gov/press/2005-19.htm</a>

## FINANCIAL SUMMARY

	FY 2005 ACTUAL DOLLAR	FY 2006 BUDGET DOLLAR	FY 2007 DEPT REQ DOLLAR	FY 2007 GOV REC DOLLAR
ADMINISTRATIVE SERVICES	13,355,683	15,238,105	15,251,573	15,591,945
ELECTIONS	11,106,674	70,687,582	34,830,375	34,830,375
RECORD PRESERVATION PROGRAMS	390,369	12,863,391	12,998,279	13,004,918
MISSOURI LIBRARY PROGRAMS	8,678,027	8,880,444	12,323,357	9,330,444
DEPARTMENT TOTAL	\$33,530,753	\$107,669,522	\$75,403,584	\$72,757,682
GENERAL REVENUE	16,906,481	20,279,465	24,740,384	22,017,593
SECRETARY OF STATE RECORDS-FED	115,347	42,000	15,000	15,000
NAT ENDOW HUM SV AMER TREAS GR	0	66,172	228,060	228,060
ELECTION ADMIN IMPROVEMENT	10,202,366	65,836,002	28,478,795	28,478,795
ELECTION IMPROV REVOLVING LOAN	232,185	396,185	396,185	396,185
SECRETARY OF STATE-FED&OTHER	0	0	200,000	200,000
SEC OF STATE-FEDERAL FUNDS	2,218,450	3,508,066	3,508,066	3,529,286
SEC OF ST TECHNOLOGY TRUST	2,240,112	3,003,401	3,003,401	3,006,637
LOCAL RECORDS PRESERVATION	1,427,821	1,714,490	1,830,412	1,867,080
INVESTORS RESTITUTION FUND	3,000	55,000	55,000	55,000
MO STATE ARCHIVES-ST LOUIS TST	0	12,355,219	12,000,000	12,000,000
INVESTOR EDUC & PROTECTION	184,441	399,022	578,562	587,688
STATE DOCUMENT PRESERVATION	550	0	355,219	361,858
SEC OF ST-WOLFNER LIBRARY	0	14,500	14,500	14,500

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>SECRETARY OF STATE</b>									
<b>CORE</b>									
PERSONAL SERVICES									
GENERAL REVENUE	6,711,726	207.37	6,848,319	209.66	6,849,719	209.66	6,849,719	209.66	
SEC OF STATE-FEDERAL FUNDS	416,678	14.61	530,492	15.90	530,492	15.90	530,492	15.90	
SEC OF ST TECHNOLOGY TRUST	71,214	1.76	80,905	2.00	80,905	2.00	80,905	2.00	
LOCAL RECORDS PRESERVATION	890,705	26.59	916,763	26.24	916,763	26.24	916,763	26.24	
INVESTOR EDUC & PROTECTION	96,719	2.93	228,158	5.50	228,158	5.50	228,158	5.50	
TOTAL - PS	8,187,042	253.26	8,604,637	259.30	8,606,037	259.30	8,606,037	259.30	
EXPENSE & EQUIPMENT									
GENERAL REVENUE	2,474,282	0.00	2,318,906	0.00	2,318,906	0.00	2,318,906	0.00	
SEC OF STATE-FEDERAL FUNDS	154,189	0.00	227,574	0.00	227,574	0.00	227,574	0.00	
SEC OF ST TECHNOLOGY TRUST	2,168,898	0.00	2,922,496	0.00	2,922,496	0.00	2,922,496	0.00	
LOCAL RECORDS PRESERVATION	262,644	0.00	397,727	0.00	397,727	0.00	397,727	0.00	
INVESTOR EDUC & PROTECTION	87,722	0.00	170,864	0.00	170,864	0.00	170,864	0.00	
SEC OF ST-WOLFNER LIBRARY	0	0.00	14,500	0.00	14,500	0.00	14,500	0.00	
TOTAL - EE	5,147,735	0.00	6,052,067	0.00	6,052,067	0.00	6,052,067	0.00	
PROGRAM-SPECIFIC									
GENERAL REVENUE	7,908	0.00	1	0.00	1	0.00	1	0.00	
TOTAL - PD	7,908	0.00	1	0.00	1	0.00	1	0.00	
<b>TOTAL</b>	<b>13,342,685</b>	<b>253.26</b>	<b>14,656,705</b>	<b>259.30</b>	<b>14,658,105</b>	<b>259.30</b>	<b>14,658,105</b>	<b>259.30</b>	
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>									
PERSONAL SERVICES									
GENERAL REVENUE	0	0.00	0	0.00	0	0.00	270,122	0.00	
SEC OF STATE-FEDERAL FUNDS	0	0.00	0	0.00	0	0.00	21,220	0.00	
SEC OF ST TECHNOLOGY TRUST	0	0.00	0	0.00	0	0.00	3,236	0.00	
LOCAL RECORDS PRESERVATION	0	0.00	0	0.00	0	0.00	36,668	0.00	
INVESTOR EDUC & PROTECTION	0	0.00	0	0.00	0	0.00	9,126	0.00	
TOTAL - PS	0	0.00	0	0.00	0	0.00	340,372	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>340,372</b>	<b>0.00</b>	
<b>Summer Reading Program - 1231001</b>									
EXPENSE & EQUIPMENT									

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# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>SECRETARY OF STATE</b>									
<b>Summer Reading Program - 1231001</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	0	0.00	33,006	0.00	33,006	0.00	
TOTAL - EE	0	0.00	0	0.00	33,006	0.00	33,006	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>33,006</b>	<b>0.00</b>	<b>33,006</b>	<b>0.00</b>	
<b>Enforcement/Protection Support - 1231007</b>									
PERSONAL SERVICES									
INVESTOR EDUC & PROTECTION	0	0.00	0	0.00	140,040	3.00	140,040	3.00	
TOTAL - PS	0	0.00	0	0.00	140,040	3.00	140,040	3.00	
EXPENSE & EQUIPMENT									
INVESTOR EDUC & PROTECTION	0	0.00	0	0.00	39,500	0.00	39,500	0.00	
TOTAL - EE	0	0.00	0	0.00	39,500	0.00	39,500	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>179,540</b>	<b>3.00</b>	<b>179,540</b>	<b>3.00</b>	
<b>Zeutschel camera - 1231010</b>									
EXPENSE & EQUIPMENT									
LOCAL RECORDS PRESERVATION	0	0.00	0	0.00	115,922	0.00	115,922	0.00	
TOTAL - EE	0	0.00	0	0.00	115,922	0.00	115,922	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>115,922</b>	<b>0.00</b>	<b>115,922</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$13,342,685</b>	<b>253.26</b>	<b>\$14,656,705</b>	<b>259.30</b>	<b>\$14,986,573</b>	<b>262.30</b>	<b>\$15,326,945</b>	<b>262.30</b>	

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## CORE DECISION ITEM

**Department:** Secretary of State  
**Division:** All Division - See Program Descriptions  
**Core:** Operating Core

### 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	6,849,719	530,492	1,225,826	8,606,037
EE	2,318,906	227,574	3,505,587	6,052,067
PSD	1	0	0	1
<b>Total</b>	<b>9,168,626</b>	<b>758,066</b>	<b>4,731,413</b>	<b>14,658,105</b>

FTE                      209.66              15.90              33.74              259.30

<b>Est. Fringe</b>	3,348,828	259,358	599,306	4,207,491
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:      Technology Trust Fund (0266)  
                          Local Records Fund (0577)  
                          Investor Education and Protection Fund (0829)

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	6,849,719	530,492	1,225,826	8,606,037
EE	2,318,906	227,574	3,505,587	6,052,067
PSD	1	0	0	1
<b>Total</b>	<b>9,168,626</b>	<b>758,066</b>	<b>4,731,413</b>	<b>14,658,105</b>

FTE                      209.66              15.90              33.74              259.30

<b>Est. Fringe</b>	3,348,828	259,358	599,306	4,207,491
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

### 2. CORE DESCRIPTION

This core represents all operating expenses of six separate divisions. All FTE are represented indicating funding source. The Program Descriptions give the purpose of and necessity for this core item and how the core funding is used.

### 3. PROGRAM LISTING (list programs included in this core funding)

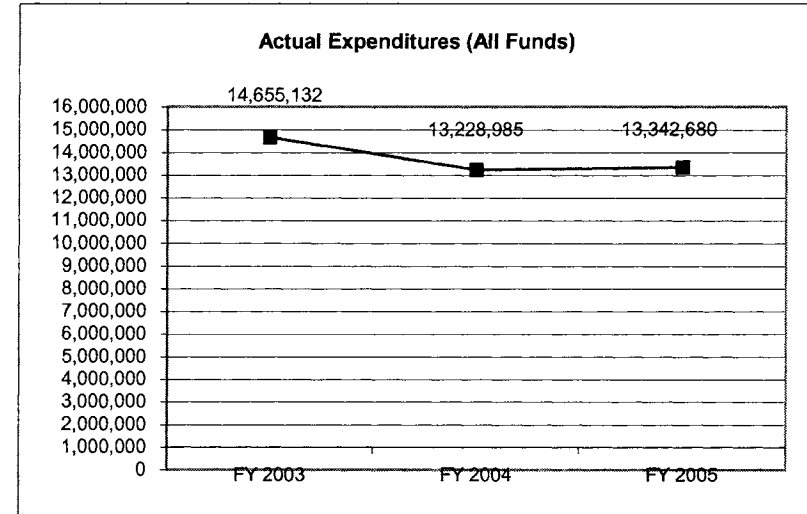
Administrative Services - Fiscal/HR/Publications/Central Services  
 Executive Services  
 Elections  
 Record Services - Archives/Records Management/Local Records  
 Administrative Rules/Legal Services  
 Securities - Investor Education and Protection  
 Business Services  
 Information Technology Services - Technology Trust Fund  
 Library Services - Reference/Library Development -- General Revenue and Federal  
 Wolfner Library - General Revenue and Federal/Wolfner Gift Trust Fund  
 Local Records Preservation Fund

# CORE DECISION ITEM

**Department:** Secretary of State  
**Division:** All Division - See Program Descriptions  
**Core:** Operating Core

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	15,520,447	14,566,807	14,618,075	14,658,105
Less Reverted (All Funds)	(11,800)	0	0	N/A
Budget Authority (All Funds)	15,508,647	14,566,807	14,618,075	N/A
Actual Expenditures (All Funds)	14,655,132	13,228,985	13,342,680	N/A
Unexpended (All Funds)	668,530	1,337,822	1,275,395	N/A
Unexpended, by Fund:				
General Revenue	326,144	152,963	199,854	N/A
Federal	164,274	245,220	187,031	N/A
Other	1,040,745	939,639	1,043,510	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

Reverted funds in FY2003 were voluntary withholds due to the State revenue shortfall.

## CORE RECONCILIATION

SECRETARY OF STATE

SECRETARY OF STATE

### 5. CORE RECONCILIATION

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PS	259.30	6,848,319	530,492	1,225,826	8,604,637	
	EE	0.00	2,318,906	227,574	3,505,587	6,052,067	
	PD	0.00	1	0	0	1	
	<b>Total</b>	<b>259.30</b>	<b>9,167,226</b>	<b>758,066</b>	<b>4,731,413</b>	<b>14,656,705</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	[#2832] PS	0.00	1,400	0	0	1,400	
<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>1,400</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PS	259.30	6,849,719	530,492	1,225,826	8,606,037	
	EE	0.00	2,318,906	227,574	3,505,587	6,052,067	
	PD	0.00	1	0	0	1	
	<b>Total</b>	<b>259.30</b>	<b>9,168,626</b>	<b>758,066</b>	<b>4,731,413</b>	<b>14,658,105</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PS	259.30	6,849,719	530,492	1,225,826	8,606,037	
	EE	0.00	2,318,906	227,574	3,505,587	6,052,067	
	PD	0.00	1	0	0	1	
	<b>Total</b>	<b>259.30</b>	<b>9,168,626</b>	<b>758,066</b>	<b>4,731,413</b>	<b>14,658,105</b>	

# FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER</b> 231  <b>BUDGET UNIT NAME:</b> Operating Core	<b>DEPARTMENT:</b> Secretary of State  <b>DIVISION:</b> All Divisions
--	---

**1. Provide the amount by fund of personal service flexibility and the amount by fund of expense and equipment flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.** If flexibility is being requested among divisions, provide the amount by fund of flexibility you are requesting in dollar and percentage terms and explain why the flexibility is needed.

100% Fund 0101 -- 0077 Expense and Equipment  
 100% Fund 0195 -- 4193 Personal Service  
 100% Fund 0195 -- 4194 Expense and Equipment  
 100% Fund 0266 -- 2221 Personal Service  
 100% Fund 0266 -- 2222 Expense and Equipment  
 100% Fund 0577 -- 9491 Personal Service  
 100% Fund 0577 -- 9492 Expense and Equipment  
 100% Fund 0928 -- 4195 PSD  
 100% Fund 0829 -- 5532 Personal Service  
 100% Fund 0829 -- 5533 Expense and Equipment

Flexibility allows adaptations necessary to effectively and efficiently conduct the state's business.

DEPARTMENT REQUEST					GOVERNOR RECOMMENDATION				
Section	PS or E&E	Core	% Flex Requested	Flex Request Amount	Section	PS or E&E	Core	% Flex Gov Rec	Flex Gov Rec Amount
HB 12.040	PS	\$8,746,077	100%	\$8,746,077		PS	\$9,086,449	100%	\$9,086,449
HB 12.040	E&E	\$6,240,495	100%	\$6,240,495		E&E	\$6,240,495	100%	\$6,240,495
HB 12.040	PSD	\$1	100%	\$1		PSD	\$1	100%	\$1
<i>Total Request</i>		\$14,986,573	100%	\$14,986,573	<i>Total Gov. Rec.</i>		\$15,326,945	100%	\$15,326,945

### FLEXIBILITY REQUEST FORM

<b>BUDGET UNIT NUMBER</b> 231	<b>DEPARTMENT:</b> Secretary of State
<b>BUDGET UNIT NAME:</b> Operating Core	<b>DIVISION:</b> All Divisions

**2. Estimate how much flexibility will be used for the budget year.** How much flexibility was used in the Prior Year Budget and the Current Year Budget? Please specify the amount.

PRIOR YEAR ACTUAL AMOUNT OF FLEXIBILITY USED	CURRENT YEAR ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED	BUDGET REQUEST ESTIMATED AMOUNT OF FLEXIBILITY THAT WILL BE USED
\$155,000 transferred from 0073 PS to 0077 Expense and Equipment. Funds were available in PS due to turnover in personnel resulting from the change in administrations.	<b>\$150,000</b>	<b>\$150,000</b>

**3. Was flexibility approved in the Prior Year Budget or the Current Year Budget?** If so, how was the flexibility used during those years?

PRIOR YEAR EXPLAIN ACTUAL USE	CURRENT YEAR EXPLAIN PLANNED USE
100% Flexibility was approved for the FY05 Budget and was used to purchase one time items including shelving for the State Records Center and software purchases to increase the ability of state employees to access and search library reference materials online.	Unknown at this time.

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
SECRETARY OF STATE	96,459	1.00	96,455	1.00	96,455	1.00	96,455	1.00
EXECUTIVE DEPUTY SEC OF STATE	90,992	1.05	87,900	1.00	85,008	1.00	85,008	1.00
ADMINISTRATIVE ASSISTANT	8,885	0.15	0	0.00	0	0.00	0	0.00
INFORMATION TECHNOLOGY DIRECTO	71,511	1.00	71,592	1.00	70,008	1.00	70,008	1.00
LEGISLATIVE LIAISON	46,102	0.99	42,204	1.00	52,512	1.00	52,512	1.00
PERSONNEL OFFICER	24,916	0.56	48,208	1.00	35,076	1.00	35,076	1.00
EXECUTIVE ASSISTANT	20,396	0.56	36,204	1.00	30,000	1.00	30,000	1.00
PUBLICATIONS DIRECTOR	47,266	0.95	50,340	1.00	49,272	1.00	49,272	1.00
DEPUTY SECRETARY OF ELECTIONS	29,753	0.43	0	0.00	70,008	1.00	70,008	1.00
ELECTIONS DIRECTOR	92,358	1.56	126,176	2.00	59,088	1.00	59,088	1.00
LOCAL RECORDS DIRECTOR	57,010	1.00	57,326	1.00	57,326	1.00	57,326	1.00
SECURITIES COMMISSIONER	83,313	1.03	79,200	1.00	84,216	1.00	84,216	1.00
DEPUTY SECRETARY OF STATE BUSI	72,885	1.00	70,920	1.00	76,200	1.00	76,200	1.00
ADMINISTRATIVE RULES DIRECTOR	24,770	0.56	43,950	1.00	0	0.00	0	0.00
COMMISSIONS OFFICER	41,170	1.00	41,220	1.00	41,220	1.00	41,220	1.00
DIRECTOR OF RECORDS MGT	53,159	1.00	54,587	1.00	54,587	1.00	54,587	1.00
ADMINISTRATIVE SECRETARY	53,994	2.12	52,646	2.00	52,646	2.00	52,646	2.00
EXECUTIVE SECRETARY	71,340	1.86	78,000	2.00	87,691	2.50	87,691	2.50
ACCOUNTANT II	33,742	1.00	33,792	1.00	33,792	1.00	33,792	1.00
EDITOR	71,444	2.00	71,544	2.00	71,544	2.00	71,544	2.00
STATE ARCHIVIST	72,071	1.00	76,120	1.00	72,120	1.00	72,120	1.00
ASSISTANT STATE ARCHIVIST	45,335	1.00	49,749	1.00	45,749	1.00	45,749	1.00
RECORDS ANALYST	58,412	2.00	58,512	2.00	58,512	2.00	58,512	2.00
GENERAL OFFICE ASSISTANT	20,194	1.00	20,244	1.00	0	0.00	0	0.00
OFFICE SUPPORT ASST (KEYBRD)	19,550	0.88	22,660	1.00	22,660	1.00	22,660	1.00
SR OFC SUPPORT ASST (KEYBRD)	71,620	2.91	75,154	3.00	75,586	3.00	75,586	3.00
ADMINISTRATIVE ARCHIVIST	44,458	1.00	45,855	1.00	45,855	1.00	45,855	1.00
ASSISTANT EDITOR	29,194	1.00	29,244	1.00	29,244	1.00	29,244	1.00
LICENSING SUPERVISOR	19,510	0.58	33,792	1.00	0	0.00	0	0.00
PHOTO MACHINE OPERATOR	110,545	5.02	109,692	5.00	120,711	5.00	120,711	5.00
INVESTIGATOR III	38,482	1.00	38,532	1.00	39,288	1.00	39,288	1.00
COMPUTER INFO TECH II	37,554	1.02	37,049	1.00	77,129	2.00	77,129	2.00



# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
COMPUTER INFO TECH III	117,849	2.86	123,992	3.00	83,144	2.00	83,144	2.00
ARCHIVIST	491,190	14.60	508,672	15.00	508,672	15.00	508,672	15.00
ELECTRONIC RECORDS ARCHIVIST	104,690	2.93	112,786	3.00	112,786	3.00	112,786	3.00
CORPORATIONS COUNSEL	19,386	0.39	49,272	1.00	0	0.00	0	0.00
PART-TIME OTHER	125,768	6.26	39,070	1.90	16,950	0.80	16,950	0.80
ADMINISTRATIVE AIDE I	46,576	2.00	46,752	2.00	46,752	2.00	46,752	2.00
GENERAL COUNSEL	76,178	0.96	79,200	1.00	79,200	1.00	79,200	1.00
DIRECTOR-FIELD OPERATIONS	105,046	2.74	112,824	3.00	118,224	3.00	118,224	3.00
GRANT OFFICER	65,933	1.86	73,748	2.00	73,748	2.00	73,748	2.00
FISCAL OFFICER	45,334	1.00	49,384	1.00	45,384	1.00	45,384	1.00
LICENSING CLERK	24,934	1.00	24,984	1.00	25,428	1.00	25,428	1.00
SECURITIES ENFORCEMENT AUDITOR	105,474	2.51	105,128	2.50	104,384	2.50	104,384	2.50
ASSISTANT COMMISSIONER	53,470	1.00	57,520	1.00	57,060	1.00	57,060	1.00
MAILROOM ASSISTANT	24,538	1.00	24,588	1.00	24,588	1.00	24,588	1.00
STATE LIBRARIAN	76,150	1.00	76,200	1.00	76,200	1.00	76,200	1.00
READER ADVISOR	151,347	5.90	154,032	6.00	154,032	6.00	154,032	6.00
SENIOR REFERENCE ARCHIVIST	37,762	1.00	37,812	1.00	37,812	1.00	37,812	1.00
CLERK I	245,589	12.32	265,462	13.00	258,638	12.60	258,638	12.60
ASSISTANT GENERAL COUNSEL	8,386	0.24	0	0.00	35,004	1.00	35,004	1.00
ADMINISTRATIVE AIDE IV	13,067	0.44	0	0.00	0	0.00	0	0.00
DIRECTOR OF ADMIN SERVICES	84,397	1.40	63,088	1.00	65,016	1.00	65,016	1.00
RECEPTIONIST	25,810	1.00	25,860	1.00	25,860	1.00	25,860	1.00
OFFICE SUPPORT ASST (CLERICAL)	108,586	4.86	92,650	4.00	113,070	5.00	113,070	5.00
SR OFC SUPPORT ASST (CLERICAL)	102,112	4.00	102,312	4.00	102,312	4.00	102,312	4.00
COMPOSING EQUIPMENT OPERATOR I	22,944	0.96	24,144	1.00	22,992	1.00	22,992	1.00
COMPOSING EQUIPMENT OPER II	25,882	1.00	25,932	1.00	25,932	1.00	25,932	1.00
REG PART-TIME (CLERK I)	43,790	2.13	38,616	1.90	38,616	1.90	38,616	1.90
SENIOR CONSERVATOR	39,087	1.00	42,112	1.00	42,112	1.00	42,112	1.00
CONSERVATOR	68,067	2.02	67,656	2.00	67,656	2.00	67,656	2.00
DIRECTOR CORPORATIONS	60,390	0.97	56,220	1.00	70,008	1.00	70,008	1.00
INVESTOR ED SPECIALIST	0	0.00	43,500	1.00	36,444	1.00	36,444	1.00
INVESTIGATOR I	51,034	1.76	67,136	2.00	29,244	1.00	29,244	1.00

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
INVESTIGATOR II	55,697	1.64	66,996	2.00	101,532	3.00	101,532	3.00
SECURITIES COUNSEL	87,028	2.18	179,568	4.00	41,916	1.00	41,916	1.00
LICENSING ASSISTANT	53,316	1.96	54,552	2.00	57,000	2.00	57,000	2.00
LIBRARIAN	237,126	6.83	243,012	7.00	243,012	7.00	243,012	7.00
COMPUTER INFO TECH SPEC I	91,712	2.00	91,812	2.00	139,116	3.00	139,116	3.00
DIRECTOR LIBRARY DEV	58,210	1.00	58,260	1.00	58,260	1.00	58,260	1.00
LIBRARY CONSULTANT	236,237	6.52	311,514	7.00	312,968	7.00	312,968	7.00
DIRECTOR REF SERVICES	46,306	1.00	46,356	1.00	46,356	1.00	46,356	1.00
ADMINISTRATIVE AIDE II	33,603	1.34	24,984	1.00	75,864	3.00	75,864	3.00
ADMINISTRATIVE AIDE III	136,862	5.00	137,112	5.00	136,716	5.00	136,716	5.00
ADMIN PROGRAM COORDINATOR	74,156	2.00	74,256	2.00	53,976	2.00	53,976	2.00
DIRECTOR-WOLFNER LIBRARY	47,254	1.00	47,304	1.00	47,304	1.00	47,304	1.00
COMPUTER INFO TECH I	87,557	2.75	95,400	3.00	94,812	3.00	94,812	3.00
MAILROOM SUPERVISOR	30,790	1.00	30,840	1.00	30,840	1.00	30,840	1.00
SPECIALIST	298,251	8.98	298,176	9.00	323,617	9.00	323,617	9.00
SUPERVISOR II	87,966	3.00	88,116	3.00	88,116	3.00	88,116	3.00
SUPERVISOR III	136,025	4.52	149,940	5.00	96,012	3.00	96,012	3.00
TECH I	569,623	25.19	585,383	26.00	330,629	17.00	330,629	17.00
TECH II	255,261	10.29	270,744	11.00	489,192	20.00	489,192	20.00
TECH III	395,878	15.17	418,500	16.00	408,092	16.00	408,092	16.00
ACCOUNTANT I	56,427	1.93	58,524	2.00	56,112	2.00	56,112	2.00
ASSOCIATE EDITOR	76,105	2.49	60,588	2.00	60,084	2.00	60,084	2.00
COMPUTER INFO TECH TRAINEE	22,977	0.86	25,932	1.00	25,932	1.00	25,932	1.00
SENIOR ELECTION SPECIALIST	29,575	0.56	52,452	1.00	0	0.00	0	0.00
COMPUTER INFO TECH SPEC II	47,254	1.00	47,304	1.00	47,304	1.00	47,304	1.00
TECH IV	191,810	7.01	192,429	7.00	192,933	7.00	192,933	7.00
SENIOR CONSULTANT	16,178	0.46	46,313	1.00	46,313	1.00	46,313	1.00
COMPUTER INFO TECH SPEC III	94,815	1.88	103,329	2.00	51,372	1.00	51,372	1.00
PROCUREMENT OFFICER	36,394	1.00	36,444	1.00	36,444	1.00	36,444	1.00
ACCOUNTING ANALYST	6,138	0.17	35,076	1.00	36,534	1.00	36,534	1.00
SENIOR RECORDS ANALYST	37,078	1.00	37,128	1.00	37,128	1.00	37,128	1.00
HISTORIAN	36,226	1.00	36,276	1.00	35,076	1.00	35,076	1.00

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
COMMUNICATIONS DIRECTOR	27,156	0.50	51,240	1.00	52,512	1.00	52,512	1.00
DIRECTOR-BUS SERVICES IMAGING	22,653	0.56	40,200	1.00	0	0.00	0	0.00
PAYROLL ANALYST	31,858	0.96	33,792	1.00	31,392	1.00	31,392	1.00
DEPUTY DIR OF COMMUNICATIONS	35,546	1.00	27,204	1.00	30,000	1.00	30,000	1.00
RECEPTIONIST II	29,073	1.00	28,800	1.00	29,520	1.00	29,520	1.00
GRAPHIC ARTS SPECIALIST II	27,226	1.00	27,276	1.00	27,276	1.00	27,276	1.00
GRAPHIC ARTS SPECIALIST I	24,538	1.00	24,588	1.00	24,588	1.00	24,588	1.00
TECHNICAL SERVICES SPECIALIST	37,078	1.00	37,128	1.00	37,128	1.00	37,128	1.00
CHIEF OF STAFF	23,960	0.44	0	0.00	55,008	1.00	55,008	1.00
DIRECTOR OF INVESTOR EDUCATION	5,736	0.17	0	0.00	38,532	1.00	38,532	1.00
CHIEF REGISTRATION COUNSEL	6,946	0.17	0	0.00	43,584	1.00	43,584	1.00
DEPUTY CHIEF COUNSEL	6,808	0.17	0	0.00	45,384	1.00	45,384	1.00
COMPLAINT MEDIATION SPECIALIST	1,198	0.04	0	0.00	0	0.00	0	0.00
SMALL BUSINESS ADVOCATE	549	0.01	0	0.00	48,300	1.00	48,300	1.00
SENIOR PROTECTION COUNSEL	0	0.00	0	0.00	51,372	1.00	51,372	1.00
DEPUTY DIRECTOR POLICY	0	0.00	0	0.00	30,000	1.00	30,000	1.00
SENIOR COUNSEL	0	0.00	0	0.00	70,008	1.00	70,008	1.00
OTHER	0	0.00	270	0.00	100	0.00	100	0.00
<b>TOTAL - PS</b>	<b>8,179,316</b>	<b>253.09</b>	<b>8,604,637</b>	<b>259.30</b>	<b>8,606,037</b>	<b>259.30</b>	<b>8,606,037</b>	<b>259.30</b>
TRAVEL, IN-STATE	110,593	0.00	180,401	0.00	178,915	0.00	178,915	0.00
TRAVEL, OUT-OF-STATE	48,262	0.00	10,382	0.00	10,382	0.00	10,382	0.00
FUEL & UTILITIES	22,319	0.00	30,874	0.00	31,000	0.00	31,000	0.00
SUPPLIES	743,505	0.00	930,588	0.00	896,610	0.00	896,610	0.00
PROFESSIONAL DEVELOPMENT	126,988	0.00	124,496	0.00	116,639	0.00	116,639	0.00
COMMUNICATION SERV & SUPP	287,908	0.00	404,847	0.00	405,903	0.00	405,903	0.00
PROFESSIONAL SERVICES	1,477,745	0.00	2,528,752	0.00	2,549,272	0.00	2,549,272	0.00
JANITORIAL SERVICES	12,462	0.00	13,164	0.00	12,432	0.00	12,432	0.00
M&R SERVICES	1,093,760	0.00	832,559	0.00	834,677	0.00	834,677	0.00
COMPUTER EQUIPMENT	644,775	0.00	901,501	0.00	901,501	0.00	901,501	0.00
MOTORIZED EQUIPMENT	5,489	0.00	7,725	0.00	7,725	0.00	7,725	0.00
OFFICE EQUIPMENT	5,846	0.00	6,577	0.00	6,014	0.00	6,014	0.00
OTHER EQUIPMENT	180,666	0.00	19,082	0.00	19,214	0.00	19,214	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>CORE</b>								
PROPERTY & IMPROVEMENTS	328,344	0.00	7,345	0.00	6,622	0.00	6,622	0.00
REAL PROPERTY RENTALS & LEASES	9,777	0.00	9,686	0.00	6,912	0.00	6,912	0.00
EQUIPMENT RENTALS & LEASES	39,009	0.00	14,302	0.00	38,849	0.00	38,849	0.00
MISCELLANEOUS EXPENSES	10,287	0.00	29,786	0.00	29,400	0.00	29,400	0.00
<b>TOTAL - EE</b>	<b>5,147,735</b>	<b>0.00</b>	<b>6,052,067</b>	<b>0.00</b>	<b>6,052,067</b>	<b>0.00</b>	<b>6,052,067</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	7,908	0.00	1	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>7,908</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>	<b>1</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$13,334,959</b>	<b>253.09</b>	<b>\$14,656,705</b>	<b>259.30</b>	<b>\$14,658,105</b>	<b>259.30</b>	<b>\$14,658,105</b>	<b>259.30</b>
<b>GENERAL REVENUE</b>	<b>\$9,193,916</b>	<b>207.37</b>	<b>\$9,167,226</b>	<b>209.66</b>	<b>\$9,168,626</b>	<b>209.66</b>	<b>\$9,168,626</b>	<b>209.66</b>
<b>FEDERAL FUNDS</b>	<b>\$570,867</b>	<b>14.61</b>	<b>\$758,066</b>	<b>15.90</b>	<b>\$758,066</b>	<b>15.90</b>	<b>\$758,066</b>	<b>15.90</b>
<b>OTHER FUNDS</b>	<b>\$3,570,176</b>	<b>31.11</b>	<b>\$4,731,413</b>	<b>33.74</b>	<b>\$4,731,413</b>	<b>33.74</b>	<b>\$4,731,413</b>	<b>33.74</b>

**NEW DECISION ITEM**

**RANK:** 2 **OF** 11

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	
<b>Division</b>	All Budget Units with Personal Service		
<b>DI Name</b>	Cost-of-Living Adjustment	<b>DI#</b>	0000012

**1. AMOUNT OF REQUEST**

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	270,122	21,220	49,030	340,372
EE	0	0	0	0
PSD	0	0	0	0
<b>Total</b>	<b>270,122</b>	<b>21,220</b>	<b>49,030</b>	<b>340,372</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	132,063	10,374	23,971	166,408
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Various

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Supplemental
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input checked="" type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The Governor has recommended a 4% cost-of living adjustment for all employees, excluding elected officials, legislators, and judges.

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
EXECUTIVE DEPUTY SEC OF STATE	0	0.00	0	0.00	0	0.00	3,400	0.00
INFORMATION TECHNOLOGY DIRECTO	0	0.00	0	0.00	0	0.00	2,800	0.00
LEGISLATIVE LIAISON	0	0.00	0	0.00	0	0.00	2,100	0.00
PERSONNEL OFFICER	0	0.00	0	0.00	0	0.00	1,403	0.00
EXECUTIVE ASSISTANT	0	0.00	0	0.00	0	0.00	1,200	0.00
PUBLICATIONS DIRECTOR	0	0.00	0	0.00	0	0.00	1,971	0.00
DEPUTY SECRETARY OF ELECTIONS	0	0.00	0	0.00	0	0.00	2,800	0.00
ELECTIONS DIRECTOR	0	0.00	0	0.00	0	0.00	2,364	0.00
LOCAL RECORDS DIRECTOR	0	0.00	0	0.00	0	0.00	2,293	0.00
SECURITIES COMMISSIONER	0	0.00	0	0.00	0	0.00	3,369	0.00
DEPUTY SECRETARY OF STATE BUSI	0	0.00	0	0.00	0	0.00	3,048	0.00
COMMISSIONS OFFICER	0	0.00	0	0.00	0	0.00	1,649	0.00
DIRECTOR OF RECORDS MGT	0	0.00	0	0.00	0	0.00	2,183	0.00
ADMINISTRATIVE SECRETARY	0	0.00	0	0.00	0	0.00	2,106	0.00
EXECUTIVE SECRETARY	0	0.00	0	0.00	0	0.00	3,508	0.00
ACCOUNTANT II	0	0.00	0	0.00	0	0.00	1,352	0.00
EDITOR	0	0.00	0	0.00	0	0.00	2,862	0.00
STATE ARCHIVIST	0	0.00	0	0.00	0	0.00	2,885	0.00
ASSISTANT STATE ARCHIVIST	0	0.00	0	0.00	0	0.00	1,830	0.00
RECORDS ANALYST	0	0.00	0	0.00	0	0.00	2,340	0.00
OFFICE SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	0	0.00	906	0.00
SR OFC SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	0	0.00	3,023	0.00
ADMINISTRATIVE ARCHIVIST	0	0.00	0	0.00	0	0.00	1,834	0.00
ASSISTANT EDITOR	0	0.00	0	0.00	0	0.00	1,170	0.00
PHOTO MACHINE OPERATOR	0	0.00	0	0.00	0	0.00	4,828	0.00
INVESTIGATOR III	0	0.00	0	0.00	0	0.00	1,572	0.00
COMPUTER INFO TECH II	0	0.00	0	0.00	0	0.00	3,085	0.00
COMPUTER INFO TECH III	0	0.00	0	0.00	0	0.00	3,326	0.00
ARCHIVIST	0	0.00	0	0.00	0	0.00	20,346	0.00
ELECTRONIC RECORDS ARCHIVIST	0	0.00	0	0.00	0	0.00	4,511	0.00
PART-TIME OTHER	0	0.00	0	0.00	0	0.00	678	0.00
ADMINISTRATIVE AIDE I	0	0.00	0	0.00	0	0.00	1,870	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
GENERAL COUNSEL	0	0.00	0	0.00	0	0.00	3,168	0.00
DIRECTOR-FIELD OPERATIONS	0	0.00	0	0.00	0	0.00	4,729	0.00
GRANT OFFICER	0	0.00	0	0.00	0	0.00	2,950	0.00
FISCAL OFFICER	0	0.00	0	0.00	0	0.00	1,815	0.00
LICENSING CLERK	0	0.00	0	0.00	0	0.00	1,017	0.00
SECURITIES ENFORCEMENT AUDITOR	0	0.00	0	0.00	0	0.00	4,175	0.00
ASSISTANT COMMISSIONER	0	0.00	0	0.00	0	0.00	2,282	0.00
MAILROOM ASSISTANT	0	0.00	0	0.00	0	0.00	984	0.00
STATE LIBRARIAN	0	0.00	0	0.00	0	0.00	3,048	0.00
READER ADVISOR	0	0.00	0	0.00	0	0.00	6,161	0.00
SENIOR REFERENCE ARCHIVIST	0	0.00	0	0.00	0	0.00	1,512	0.00
CLERK I	0	0.00	0	0.00	0	0.00	10,345	0.00
ASSISTANT GENERAL COUNSEL	0	0.00	0	0.00	0	0.00	1,400	0.00
DIRECTOR OF ADMIN SERVICES	0	0.00	0	0.00	0	0.00	2,601	0.00
RECEPTIONIST	0	0.00	0	0.00	0	0.00	1,034	0.00
OFFICE SUPPORT ASST (CLERICAL)	0	0.00	0	0.00	0	0.00	4,523	0.00
SR OFC SUPPORT ASST (CLERICAL)	0	0.00	0	0.00	0	0.00	4,092	0.00
COMPOSING EQUIPMENT OPERATOR I	0	0.00	0	0.00	0	0.00	920	0.00
COMPOSING EQUIPMENT OPER II	0	0.00	0	0.00	0	0.00	1,037	0.00
REG PART-TIME (CLERK I)	0	0.00	0	0.00	0	0.00	1,543	0.00
SENIOR CONSERVATOR	0	0.00	0	0.00	0	0.00	1,684	0.00
CONSERVATOR	0	0.00	0	0.00	0	0.00	2,706	0.00
DIRECTOR CORPORATIONS	0	0.00	0	0.00	0	0.00	2,800	0.00
INVESTOR ED SPECIALIST	0	0.00	0	0.00	0	0.00	1,458	0.00
INVESTIGATOR I	0	0.00	0	0.00	0	0.00	1,170	0.00
INVESTIGATOR II	0	0.00	0	0.00	0	0.00	4,061	0.00
SECURITIES COUNSEL	0	0.00	0	0.00	0	0.00	1,677	0.00
LICENSING ASSISTANT	0	0.00	0	0.00	0	0.00	2,280	0.00
LIBRARIAN	0	0.00	0	0.00	0	0.00	9,720	0.00
COMPUTER INFO TECH SPEC I	0	0.00	0	0.00	0	0.00	5,565	0.00
DIRECTOR LIBRARY DEV	0	0.00	0	0.00	0	0.00	3,314	0.00
LIBRARY CONSULTANT	0	0.00	0	0.00	0	0.00	12,519	0.00

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
DIRECTOR REF SERVICES	0	0.00	0	0.00	0	0.00	1,854	0.00
ADMINISTRATIVE AIDE II	0	0.00	0	0.00	0	0.00	2,051	0.00
ADMINISTRATIVE AIDE III	0	0.00	0	0.00	0	0.00	5,468	0.00
ADMIN PROGRAM COORDINATOR	0	0.00	0	0.00	0	0.00	2,159	0.00
DIRECTOR-WOLFNER LIBRARY	0	0.00	0	0.00	0	0.00	1,892	0.00
COMPUTER INFO TECH I	0	0.00	0	0.00	0	0.00	3,792	0.00
MAILROOM SUPERVISOR	0	0.00	0	0.00	0	0.00	1,234	0.00
SPECIALIST	0	0.00	0	0.00	0	0.00	12,944	0.00
SUPERVISOR II	0	0.00	0	0.00	0	0.00	3,524	0.00
SUPERVISOR III	0	0.00	0	0.00	0	0.00	3,840	0.00
TECH I	0	0.00	0	0.00	0	0.00	13,226	0.00
TECH II	0	0.00	0	0.00	0	0.00	19,567	0.00
TECH III	0	0.00	0	0.00	0	0.00	16,323	0.00
ACCOUNTANT I	0	0.00	0	0.00	0	0.00	2,244	0.00
ASSOCIATE EDITOR	0	0.00	0	0.00	0	0.00	2,403	0.00
COMPUTER INFO TECH TRAINEE	0	0.00	0	0.00	0	0.00	1,037	0.00
COMPUTER INFO TECH SPEC II	0	0.00	0	0.00	0	0.00	1,892	0.00
TECH IV	0	0.00	0	0.00	0	0.00	7,718	0.00
SENIOR CONSULTANT	0	0.00	0	0.00	0	0.00	1,853	0.00
COMPUTER INFO TECH SPEC III	0	0.00	0	0.00	0	0.00	2,055	0.00
PROCUREMENT OFFICER	0	0.00	0	0.00	0	0.00	1,458	0.00
ACCOUNTING ANALYST	0	0.00	0	0.00	0	0.00	1,461	0.00
SENIOR RECORDS ANALYST	0	0.00	0	0.00	0	0.00	1,485	0.00
HISTORIAN	0	0.00	0	0.00	0	0.00	1,403	0.00
COMMUNICATIONS DIRECTOR	0	0.00	0	0.00	0	0.00	2,100	0.00
PAYROLL ANALYST	0	0.00	0	0.00	0	0.00	1,256	0.00
DEPUTY DIR OF COMMUNICATIONS	0	0.00	0	0.00	0	0.00	1,200	0.00
RECEPTIONIST II	0	0.00	0	0.00	0	0.00	1,181	0.00
GRAPHIC ARTS SPECIALIST II	0	0.00	0	0.00	0	0.00	1,091	0.00
GRAPHIC ARTS SPECIALIST I	0	0.00	0	0.00	0	0.00	984	0.00
TECHNICAL SERVICES SPECIALIST	0	0.00	0	0.00	0	0.00	1,485	0.00
CHIEF OF STAFF	0	0.00	0	0.00	0	0.00	2,200	0.00



# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
DIRECTOR OF INVESTOR EDUCATION	0	0.00	0	0.00	0	0.00	1,541	0.00
CHIEF REGISTRATION COUNSEL	0	0.00	0	0.00	0	0.00	1,743	0.00
DEPUTY CHIEF COUNSEL	0	0.00	0	0.00	0	0.00	1,815	0.00
SMALL BUSINESS ADVOCATE	0	0.00	0	0.00	0	0.00	1,932	0.00
SENIOR PROTECTION COUNSEL	0	0.00	0	0.00	0	0.00	2,055	0.00
DEPUTY DIRECTOR POLICY	0	0.00	0	0.00	0	0.00	1,200	0.00
SENIOR COUNSEL	0	0.00	0	0.00	0	0.00	2,800	0.00
OTHER	0	0.00	0	0.00	0	0.00	4	0.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>340,372</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$340,372</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$270,122</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$21,220</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$49,030</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s)**

**1. What does this program do?**

This core request is to allow continued service to the agency for financial, personnel, central services, and publications support.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

The Office of the Secretary of State is required to print the Missouri Constitution per Section 2.110, RSMo. Financial and Procurement authority is derived from Chapter 33 and 34, RSMo, and the agreements entered into between this office and the Office of Administration.

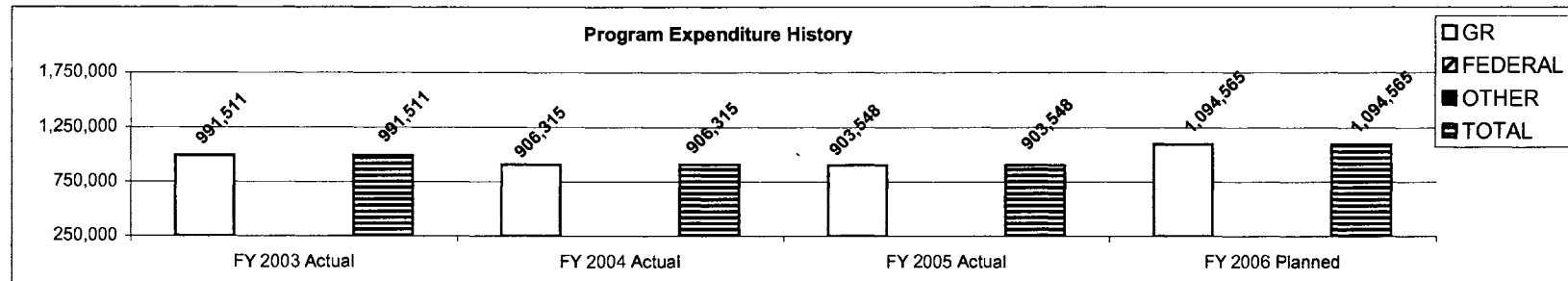
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

Without this appropriation, budgeting, vendor payments, procurement, payroll personnel administration, mailroom, storeroom, fleet management and publications at the current level for the Office of the Secretary of State would not be possible.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s)**

### 7b. Provide an efficiency measure.

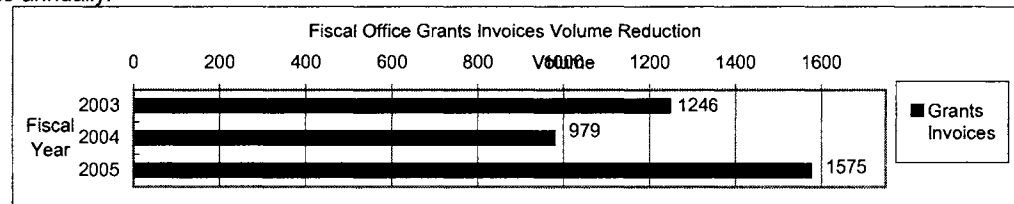
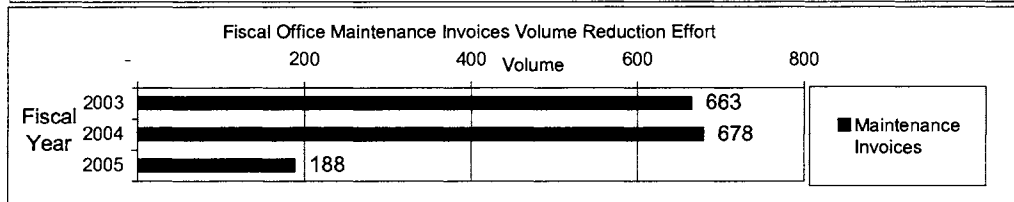
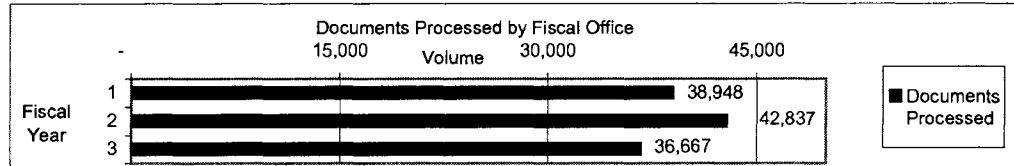
FY		Documents Processed	Staffing Level	Documents to Staff Ratio
2003	Fiscal Office	38,948	6.5	5,992
2004	Fiscal Office	42,837	5	8,567
2005	Fiscal Office	36,667	5	7,333

FY	On-going Initiative	Maintenance Invoices	Percent Increase/ Decrease
2003	Fiscal Office	663	-7%
2004	Fiscal Office	678	2%
2005	Fiscal Office	188	-72%

The Fiscal Office initiated efforts beginning in FY2002 to streamline processes to reduce the number of invoices processed where contracts permit. FY2005 72% reduction in maintenance invoices (compared to FY2004) by switching maintenance to Specialty Underwriters Maintenance Contract, which results in one invoice each quarter or 4 annually instead of 601 invoices annually.

FY	On-going Initiative	Number of Active Grants SOS	Grants Invoices	Percent Increase/ Decrease
2003	Fiscal Office	17	1246	15%
2004	Fiscal Office	17	979	-27%
2005	Fiscal Office	32	1575	61%

The Fiscal Office initiated efforts beginning in FY2002 to streamline processes to reduce the number of invoices processed for grants due to increase in granting activity. The increase in the total number of active grants in FY2005 resulted in an increase in grants invoices.



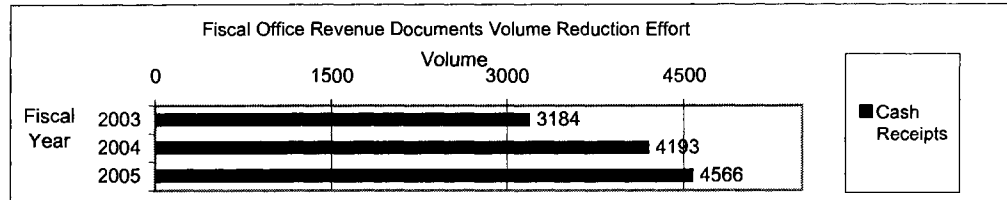
## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

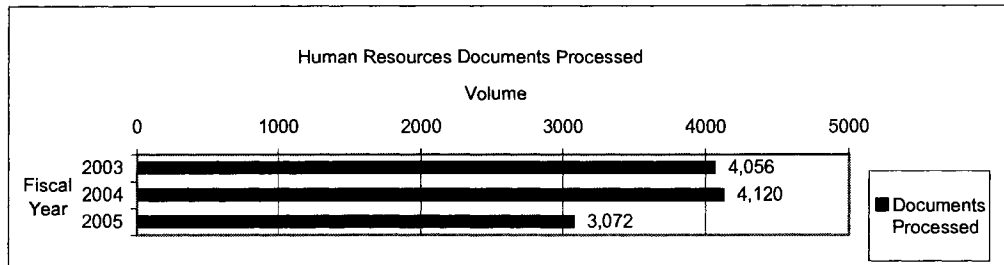
**Program is found in the following core budget(s)**

FY	New initiative in FY2005	Revenue	Percent
		Cash Receipts	Increase/ Decrease
2003	Fiscal Office	3184	27%
2004	Fiscal Office	4193	32%
2005	Fiscal Office	4566	9%

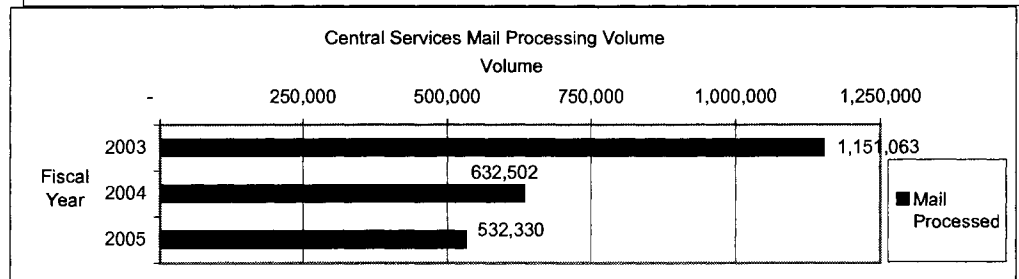


Beginning in FY2003, online filing in Business Services increased the number of Revenue Cash Receipt documents initiated due to new revenue collection methods, including ACH debit and online credit cards. Throughout FY2004, additional collection methods were made available, increasing the total number of cash receipt documents. In FY2005, the number of Business Services organizations in SAM II resulted in fewer cash receipt documents; however, the methods available for payment continued to expand, thereby increasing the number of cash receipt documents overall.

FY		Documents	Staffing	Documents to
		Processed	Level	Staff Ratio
2003	Human Resources	4,056	2.5	1,622
2004	Human Resources	4,120	2.5	1,648
2005	Human Resources	3,072	2	1,536



FY		Mail	Mail	Mail to Staff
		Processed	Handling Staffing Level	Ratio
2003	Central Services	1,151,063	4	287,766
2004	Central Services	632,502	4	158,126
2005	Central Services	532,330	3	177,443



Mail processing has occasionally been outsourced, which reduces the count but not the number produced.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s)**

**7c. Provide the number of clients/individuals served, if applicable.**

Publications Distributed:	<b>FY03</b>	<b>FY04</b>	<b>FY05</b>
General Assembly Roster	13,738	13,281	15,000
School Packets	88,994	104,342	75,937
Missouri Roster	1,230	6,131	5,157
Missouri Constitution	8,536	6,337	7,862
Great Seal Sheets	14,460	12,527	11,075
Sub-Total Distribution	126,958	142,618	115,031
Estimated 5% Duplication	6,348	7,131	5,751
Total Distribution	120,610	135,487	109,280

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s)**

**7d. Provide a customer satisfaction measure, if available.**

Employee satisfaction reflected in survey results and retention.

Payroll checks are issued on time.

Average invoice turn-around time is 14 days or less from date of invoice to payment, depending upon whether federal funds are involved and a drawdown is required before payment may issue.

The Missouri Constitution and Official Manual are published as required by statute.

The mail is delivered on time, the storeroom is stocked to address agency-wide needs, and the fleet is safely maintained and scheduled.

The Missouri Roster, School Packets and General Assembly Roster are all high demand publications indicating a high customer satisfaction.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Executive Services

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

This core request is to maintain the current level of executive support for all divisions within the Office of the Secretary of State. This core request represents resources for the continued operation of Agency programs and the productive coordination of the various divisions. This includes the creation and definition of policy and the direction for implementation of these policies. Priority outcomes are:

- 1) Continue to provide leadership and expertise in business and information systems to state and local governments. This will be accomplished by continued strategic planning, coordination with other government agencies, and the commitment of resources to achieve the planned objectives.
- 2) Enhance information access for governmental and constituent customers.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

NA

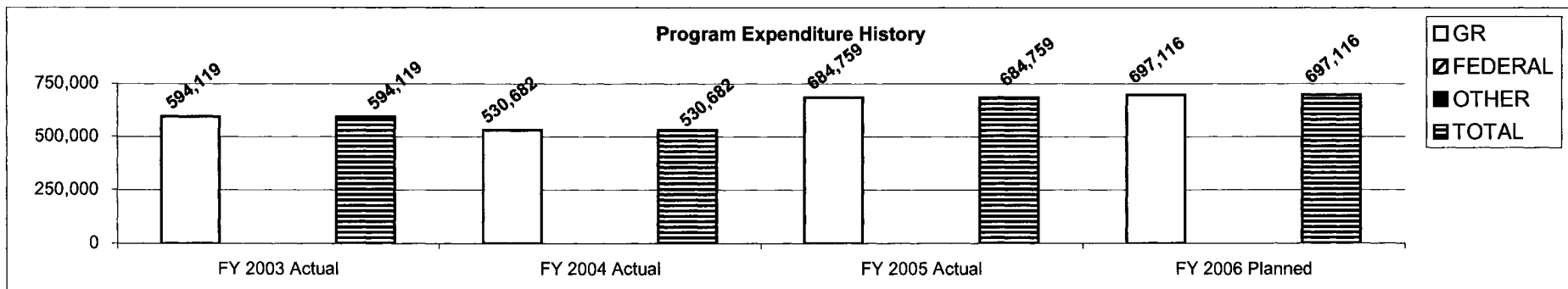
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Executive Services

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

None

**7b. Provide an efficiency measure.**

None

**7c. Provide the number of clients/individuals served, if applicable.**

None

**7d. Provide a customer satisfaction measure, if available.**

None available



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

The Elections Department of the Office of the Secretary of State has identified several strategic issues and numerous goals that affect its core delivery of services. These include: 1) Prepare for and hold fair and orderly elections: A) Plan for elections and statewide ballot issues including special elections and issues submitted to the people through initiatives, resolutions and referendums; B) Report, count and certify election results; C) Plan and prepare for 2006 elections; D) Review administrative rules to assess applicability for current election climate; E) Meet the requirements of the Help America Vote Act of 2002. 2) Provide quality customer service: A) Deliver responsive and timely service to meet increasing demand for answers to elections related questions from local election authorities, elected officials and the public; B) Maintain statutory compliance in providing services to the state and to local governments; 3) Enhance information access: A) Maintain statewide voter registration database; B) Process stored documents to make them accessible to the public when requested through this or other offices; 4) Provide enhanced opportunity to vote: A) Continue to work with counties and state and federal agencies to implement the requirements of the National Voter Registration Act; B) Work to increase voter registration through public speaking engagements and public service announcements C) Evaluate existing election laws and suggest any changes that could increase voter participation while maintaining election integrity; D) Work with counties and state and federal agencies to implement the requirements of the Help America Vote Act; 5) Educate the public, government officials and local election authorities about the elections process: A) Publish various election materials; B) Participate in election conferences, speaking on issues of general applicability.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapters 115 and 116 of the Missouri Revised Statutes, the National Voter Registration Act and the Help America Vote Act, both federal legislation.

**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

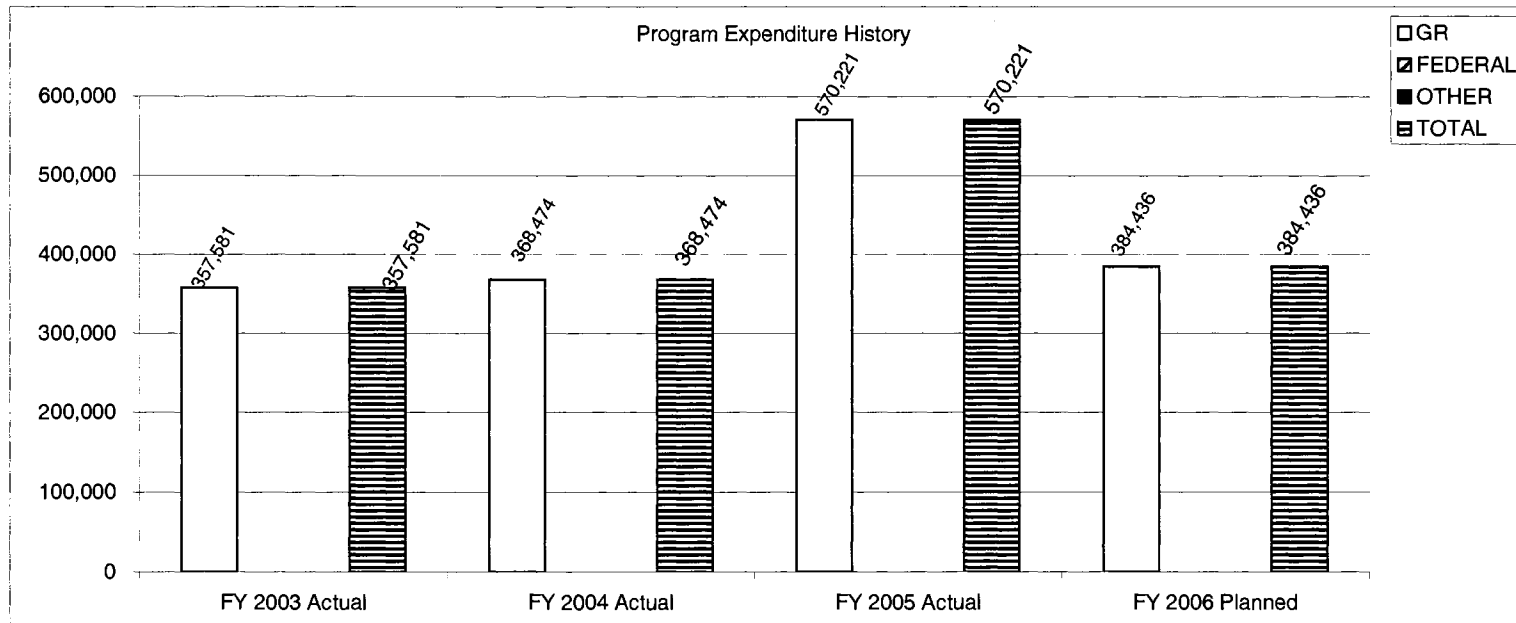
## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Operating Core

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

The Elections Division has a goal of increasing voter registration and the access to the voter registration process. Of course, the number of registered voters fluctuates from year to year, but activities to increase registration are done throughout the election cycle. In 2002, there were 3,681,000 registered voters. For the 2004 General Election, there were 4,194,146 registered voters. During that time, the number of voter registration applications dispersed has increased from 560,000 in 2002 to 1,424,972 in 2004.

**7b. Provide an efficiency measure.**

An adequate supply of voter registration applications are available from our office to fulfill a request the same day or within twenty-four hours.

**7c. Provide the number of clients/individuals served, if applicable.**

116 local election authorities; approximately 900 requestors for voter registration forms and thousands of callers requesting information.

**7d. Provide a customer satisfaction measure, if available.**

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Operating Core

### 1. What does this program do?

Archives: The Missouri State Archives is the official repository for government records of permanent historical value. Its mission is to foster an appreciation of Missouri's story and illuminate contemporary public issues by preserving and making available the state's permanent records to its citizens and their government.

Records Management: On behalf of the citizens of Missouri, the Records Management program directs the efficient and effective management of the official records of state government agencies. The Records Management Division establishes standards, procedures, and techniques for the effective management of records. It develops schedules for the retention of records of continuing value and the prompt and orderly disposal of records no longer possessing sufficient value to warrant their future retention. It operates the State Records Center to provide secure, cost-effective, storage of records during their retention, and efficient destruction when the retention period has expired. The program evaluates the cost efficiency of microfilm and electronic records technologies, and provides imaging services and microfilm storage to state agencies.

Local Records: Funding is earmarked for records preservation work to fulfill our mission to identify, collect, preserve and make available to local government officials, lawyers, historians, journalists, students, genealogists, and the general public the permanent and historically significant records of Missouri's local governments.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Archives: RSMo 109.220 ff. ; Records Management: RSMo 109, Public and Business Records, particularly Sections 109.200 to 109.310, the State and Local Records Law;

Local Records: RSMo 109.200ff and dedicated funding from Recorder of Deeds user fees in RSMo 59.319 (3).

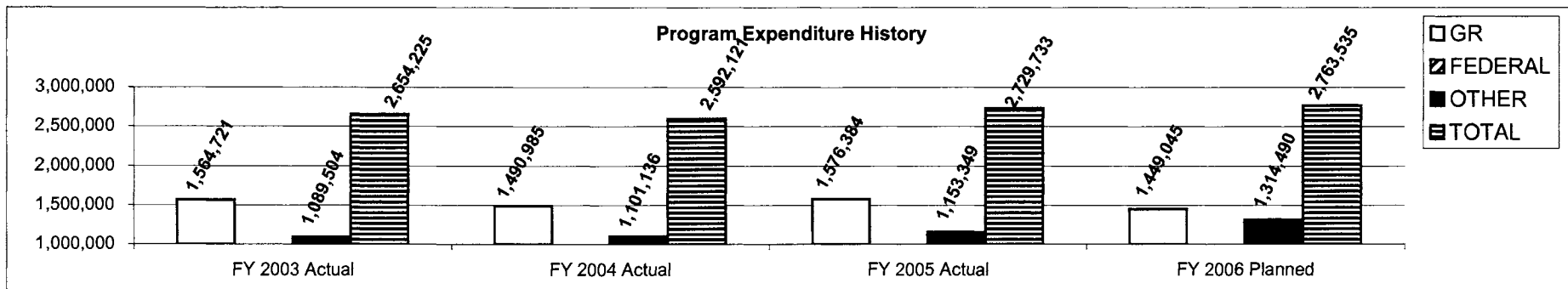
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



### 6. What are the sources of the "Other " funds?

Local Records Preservation Program (0577)

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Operating Core

**7a. Provide an effectiveness measure.**

Archives: In FY05, the Missouri State Archives responded to 10,244 mail or e-mail requests for information from 6,551 patrons. Of these patrons 3,658 made requests for information. At least 40% of our mail or e-mail requests were repeat customers.

Mail and E-Mail requests: 10,244

Number of Patrons: 6,551

Number of Patrons with two or more requests 3,658

Records Management: Savings per cubic foot to store active records in State records Center vs. Jefferson City office space.

FY03 Actual: N/A      FY04 Actual: 15.20      FY05 Actual: 15.20      FY06 Target: 15.25

Local Records:

FY03		FY04		FY05		FY06	
Proj. Actual	Cost per project	Proj. Actual	Cost per project	Actual	Cost per project	Projected	Cost per project
84	80      \$17,778	75      7      \$17,236		75	\$17,467	65	\$17,467

**7b. Provide an efficiency measure.**

Archives: There are 5.5 Reference FTEs making salaries totaling \$158,562.00. In FY05 there were 40,283 mail, e-mail, telephone, and in-person requests for information. The cost per request in FY05 was \$3.93.

5.5 FTEs: \$158,562; Requests: 40,283; Cost per request: \$3.93

Records Management: Cost per State records Center reference pull/re-file

FY03 Actual: \$0.51      FY04 Actual: \$0.52      FY05 Actual: \$0.51      FY06 Projected: \$0.51

Local Records: Local Records projects generate microfilm and documents for public use.

	FY03 Actual	FY04 Actual	FY05 Actual	FY06 Projected
Reels	2,200	1,635	1,257	1,650
Images	7,730,000	3,515,000	2,706,478	3,547,500
Documents	59,125	45,064	36,086	47,300
Cost	\$0.19	\$0.37	\$0.37	\$0.37

**7c. Provide the number of clients/individuals served, if applicable.**

Archives: Total information requests for FY05 were 4,462,619

Mail: 3,760; E-mail: 6,484; Telephone: 7,644; In-Person: 22,395; Website: 4,442,336

Records Management: Number of state government units storing inactive records in State Records Center

FY03 Actual: N/A      FY04 Actual: 324      FY05 Actual: 330      FY06 Projected: 330

Local Records: Core clients are county, municipal, circuit, and probate clerks; recorders of deeds and collectors; and public school administrators. Included are 114 counties, 860 municipalities, and 524 school districts. The program maintains a waiting list of public officials who have requested services.

**7d. Provide a customer satisfaction measure, if available.**

Archives and Records Management: N/A. Local Records: There is no explicit customer satisfaction measure. However, sustained customer satisfaction use is reflected by stable and growing website statistics in the Archives. The program maintains historic project files so that work is planned in core offices statewide.

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department</b>	SECRETARY OF STATE	<b>Budget Unit</b>	
<b>Division</b>	RECORDS SERVICES		
<b>DI Name</b>	Zeutschel OK 400 Microfilm Camera	<b>DI#</b>	

**1. AMOUNT OF REQUEST**

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	115,922	115,922
PSD	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>115,922</b>	<b>115,922</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: 0577 Local Records Preservation Fund (fee-based)

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	115,922	115,922
PSD	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>115,922</b>	<b>115,922</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: 0577 Local Records Preservation Fund (fee-based)

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Supplemental
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input checked="" type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The Records Services Division proposes to replace an inoperable Kodak MRD2 microfilm camera for which replacement parts are no longer available. The purchase of the Zeutschel OK 400 Microfilm Camera will enable the Records Services Division to make more of Missouri's permanent and historically valuable records available to the public while securing their long-term preservation. This camera produces photographic images of the highest quality on 35 mm preservation microfilm. By utilizing our existing Wicks and Wilson microfilm scanner these images can be digitized for uploading to the Secretary of State's website.

RSMo 109

**NEW DECISION ITEM**  
**RANK: \_\_\_\_\_ OF \_\_\_\_\_**

<b>Department</b>	<b>SECRETARY OF STATE</b>	<b>Budget Unit</b>	_____
<b>Division</b>	<b>RECORDS SERVICES</b>		
<b>DI Name</b>	<b>Zeutschel OK 400 Microfilm Camera</b>	<b>DI#</b>	_____

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

Information and Pricing Source: Crowley Micrographics is the only U.S. distributor of Zeutschel microfilm cameras. Zeutschel is currently the only manufacturer of 35mm planetary microfilm cameras and archival standards dictate the filming of permanent records on 35mm silver halide film. In addition to the camera, there are other items that are necessary to allow for optimal uses which include the filming of large format loose and bound records (such as the Archives' collection of Civil War Muster Rolls) as well as indexing and retrieval:

Zeutschel camera	\$54,900
Top light table AO w/glass	\$11,124
Gradual Filter	\$918
Transformer	\$650
Automatic 3 level blip fade in	\$7,155
Book Cradle 180 AO w/ self opening glass (53.12 inches x 37.80)	\$29,900
Installation/training	\$2,500
Shipping	\$800
Service contract (12 month)	<u>\$7,975</u>
Total	\$115,922 Local Records Preservation Fund

Total unit cost: (includes complete warranty, parts, labor and travel coverage for the first three months). All except the service contract is a one-time request.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req	Dept Req	Dept Req	Dept Req	Dept Req	Dept Req	Dept Req	Dept Req	Dept Req
	GR	GR	FED	FED	OTHER	OTHER	TOTAL	TOTAL	One-Time
	DOLLARS	FTE	DOLLARS	FTE	DOLLARS	FTE	DOLLARS	FTE	DOLLARS
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
590 - Zeutschel OK 400 Microfilm Camera					107,947		107,947		107,947
430 - 12 Month Service Contract					7,975		7,975		7,975
<b>Total EE</b>	0		0		115,922		115,922		115,922
<b>Grand Total</b>	0	0.0	0	0.0	115,922	0.0	115,922	0.0	115,922

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department	SECRETARY OF STATE				Budget Unit					
Division	RECORDS SERVICES									
DI Name	Zeuschel OK 400 Microfilm Camera				DI#					
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS	
							0	0.0		
							0	0.0		
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0	
590 - Zeuschel OK 400 Microfilm Camera					107,947		107,947		107,947	
430 - 12 Month Service Contract					7,975		7,975		7,975	
<b>Total EE</b>	0		0		115,922		115,922		115,922	
Program Distributions							0			
<b>Total PSD</b>	0		0		0		0		0	
<b>Grand Total</b>	0	0.0	0	0.0	115,922	0.0	115,922	0.0	115,922	

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

<b>Department</b>	<b>SECRETARY OF STATE</b>		<b>Budget Unit</b>	
<b>Division</b>	<b>RECORDS SERVICES</b>			
<b>DI Name</b>	<b>Zeutschel OK 400 Microfilm Camera</b>	<b>DI#</b>		

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

The Records Services Division will be able to produce high quality microfilm that meets archival preservation standards adhered to by the State Archives and will be able to make more of Missouri's permanent and historically valuable records available to the public while securing their long-term preservation.

**6b. Provide an efficiency measure.**

Images Microfilmed: 16,300,000

**6c. Provide the number of clients/individuals served, if applicable.**

N/A

**6d. Provide a customer satisfaction measure, if available.**

N/A



NEW DECISION ITEM

RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department	SECRETARY OF STATE	Budget Unit	_____
Division	RECORDS SERVICES		
DI Name	Zeutschel OK 400 Microfilm Camera	DI#	_____

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Purchase of the Zeutschel OK 400 Microfilm Camera will allow the Records Services Division to increase the number of historically valuable permanent records captured on preservation quality microfilm each year. In turn, this will allow the Division to make more of Missouri's documentary heritage available to the public.

☐

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
Zeutschel camera - 1231010								
M&R SERVICES	0	0.00	0	0.00	7,975	0.00	7,975	0.00
OTHER EQUIPMENT	0	0.00	0	0.00	107,947	0.00	107,947	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>115,922</b>	<b>0.00</b>	<b>115,922</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$115,922</b>	<b>0.00</b>	<b>\$115,922</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$115,922</b>	<b>0.00</b>	<b>\$115,922</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State  
**Program Name:** Administrative Rules/ Legal Services  
**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

The Administrative Rules Division is charged in statute, Chapter 536, RSMo, to publish the *Missouri Register* and the *Code of State Regulations* for state entities (approximately 191) that promulgate rules. Rules or regulations are the "details" that implement and interpret the laws passed by the General Assembly and signed by the Governor. The Division maintains 6 publication dates a month that includes 2 paper and 2 internet publications of the *Missouri Register* and 1 paper and 1 internet publication of the *Code of State Regulations*. We are currently in the process of implementing a full-scale automation program that will enable the Division to cease print publication, except upon request, of initially the *Missouri Register* and subsequently, the updates to the *Code*. This automation will save the print costs associated with these publications. Additionally, this Division publishes the uniform standards and procedures for publication of rulemakings, *Rulemaking 1-2-3, Missouri Style*. In addition to this manual, our staff teaches classes to assist the agencies with properly preparing their rules for publication.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Chapter 536, RSMo 2000, also known as the "Administrative Procedures Act" in Missouri.

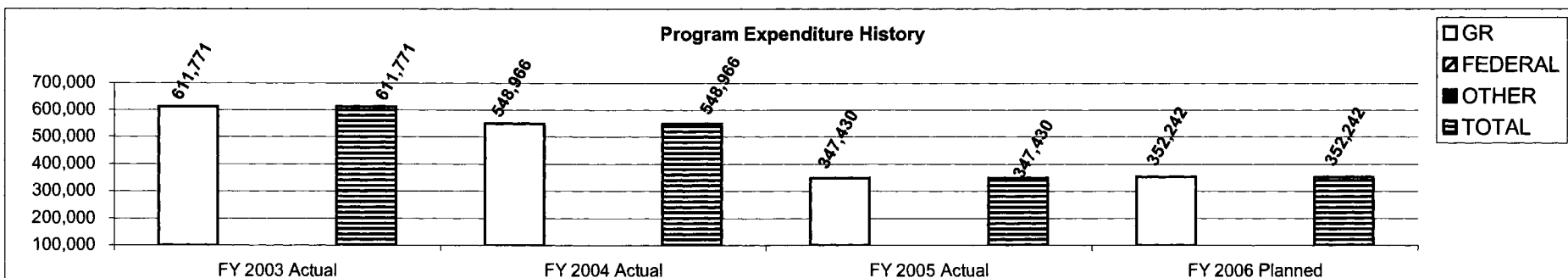
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Rules/ Legal Services

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

Our primary effectiveness measure is continuing to timely publish our monthly publications with little or no staff overtime. For the 2005 fiscal year, 106 emergency rules and 883 proposed rules were filed with our Division for a total of 989 rulemakings. For the period of July 1, 2005 through October 31, 2005, 118 emergency rules and 688 proposed rules have been filed with our Division for a total of 786 rulemakings. In addition to rulemakings, the Division publishes other documents in the *Register* included but not limited to Executive Orders, In Additions, Corporate Dissolutions, and Contractors Debarment list. For the 2005 fiscal year, our Division published 2,744 pages of the *Missouri Register*. For the period of July 1, 2005 through October 31, 2005, our Division published 939 pages of the *Missouri Register*. Our Division also published 3,233 pages of the *Code* for fiscal year 2005 and 1,433 for fiscal year 2006 to date. In addition, our Division responded to 15,384 phone calls, e-mails, and faxes in fiscal year 2005 and 1,854 in the first four months of fiscal year 2006 for our customers.

**7b. Provide an efficiency measure.**

The above was accomplished with less staff than in previous years. Prior to FY05, the staff was cut by 2.9 FTE and received an additional .5 FTE cut for FY06. The work demands and deadlines have not decreased but our Division has continued to timely meet the demands with less staff.

**7c. Provide the number of clients/individuals served, if applicable.**

We serve 191 state entities that promulgate rulemakings. Therefore, the number of individuals served varies greatly depending upon the rulemaking that is being promulgated. It can be from 1 agency with 7 rulemakers within that agency (who are involved in the drafting, preparation and filing of rules) to millions of "hits" a specific rulemaking receives on our website on a monthly basis.

**7d. Provide a customer satisfaction measure, if available.**

Numerous positive e-mails regarding customer service.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Securities

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

The Securities Division provides investor protection to the citizens of Missouri through the administration and enforcement of the Missouri Securities Act of 2003 and the Model Commodities Code. Enforcement includes investigations, issuance of subpoenas, issuance of administrative orders prohibiting violations, the commencement of civil actions in circuit court and referrals of criminal matters to state and federal prosecutors. Administration includes the registration of broker-dealers, their agents, investment advisers and their representatives, the registration of securities, and the notice-filing of federal covered securities and state exemptions from registration. Investor Education includes the preparation and printing of education material for seminars, presentations and other public events and funding for a financial education in elementary and high schools.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Securities Act of 2003, 409.1-101 et seq. RSMo Cumulative Supp. 2003 Model Commodities Code, 409.800 et seq. RSMo

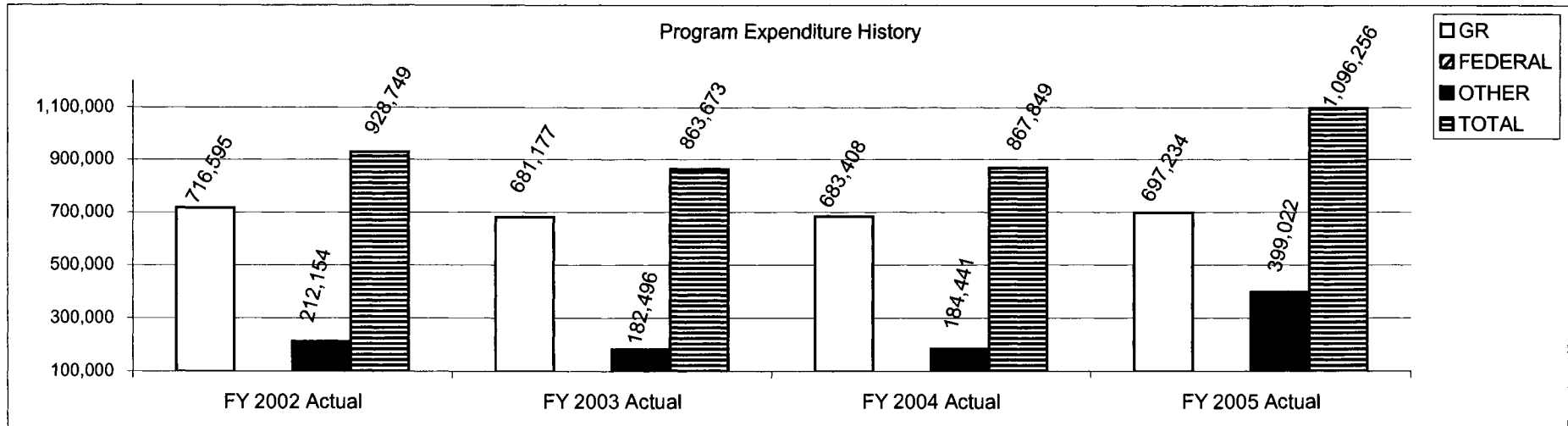
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Securities

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other " funds?**

Investor Education and Protection Fund (0829) (2003 forward)

Institutional Gift Trust (0929) (2002 fund depleted)

**7a. Provide an effectiveness measure.**

Measuring the effectiveness of law enforcement is difficult. Theoretically, stronger investor protection will result in a lower percentage of complaints specifically measuring the percent of complaints involving fraud and unregistered activity.

**7b. Provide an efficiency measure.**

Measuring the efficiency of law enforcement is difficult. Theoretically, law enforcement is more efficient with increased case analysis and prompt action.

**7c. Provide the number of clients/individuals served, if applicable.**

Registered securities sellers/advisers	FY 2001	FY 2002	FY 2003	FY 2004	FY2005
- Broker-dealers	1,708	1,695	1,696	1,721	1,742
- Broker-dealer agents	98,795	95,027	91,628	94,324	98,944
- Investment advisers-registered	332	322	328	329	360
- Federal Advisers-notice filed	738	797	867	923	1,002
- Investment adviser representatives	3,814	3,984	4,686	4,835	5,232
Registered securities offerings	73	75	67	76	70
Federal covered securities notice-filings	1781	1551	1131	1225	1,489
State exemption notice-filings	235	200	148	96	59
Investor education classes held	29	20	32	37	35
Toll-free calls answered for investor education	2,160	1,716	1,815	1,394	1500
Cases opened to investigation	134	178	205	256	268
Final administrative enforcement orders	47	44	49	92	44
Civil enforcement actions	0	0	3	0	0
Criminal prosecutions assisted	0	10	6	10	8
Victim restitution orders	0	2	6	11	5

**NEW DECISION ITEM**  
**RANK: \_\_\_\_\_ OF \_\_\_\_\_**

<b>Department</b> Secretary of State's Office	<b>Budget Unit</b> _____
<b>Division</b> Securities	
<b>DI Name</b> Securities Enforcement/Protection Support <b>DI#</b> _____	

**1. AMOUNT OF REQUEST**

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	140,040	140,040
EE	0	0	39,500	39,500
PSD	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>179,540</b>	<b>179,540</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>3.00</b>

<b>Est. Fringe</b>	0	0	68,466	68,466
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:    Investor Education and Protection (0829)

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	140,040	140,040
EE	0	0	39,500	39,500
PSD	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>179,540</b>	<b>179,540</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>	<b>3.00</b>

<b>Est. Fringe</b>	0	0	68,466	68,466
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Supplemental
<input type="checkbox"/> Federal Mandate	<input checked="" type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The Missouri Securities Division Audit Unit performs examinations of broker-dealers and investment advisers that are registered or required to be registered in the State of Missouri. The Unit ensures that both the firms and their employees are in compliance with the books and records requirements of the Missouri Securities Law, which was enacted for the protection of investors. See §409.4-411(d), RSMo. Serious violations of the law may result in disciplinary action or criminal charges. There are approximately 106,535 individuals or firms registered with the Securities Division. In FY 2006, the Division was appropriated funding for 3.5 auditors. Consequently, the Unit is only equipped to audit approximately 4% of the industry annually. It is essential that the Unit employ additional auditors to adequately fulfill its statutory obligations.

The securities division's five investigators currently share the burden of almost 200 open securities fraud and licensing investigations. This unreasonable caseload inhibits the division's ability to swiftly close down fraudulent operations, stop unethical sales practices, and obtain restitution for injured Missouri investors.

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department</b> Secretary of State's Office	<b>Budget Unit</b> _____
<b>Division</b> Securities	
<b>DI Name</b> Securities Enforcement/Protection Support	<b>DI#</b> _____

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

While the audit mandates of Chapter 409, RSMo. could occupy the efforts of at least 8 auditors, the Secretary of State seeks only to fund and hire two additional auditors at this time. Likewise, the division's investigator ranks are severely understaffed, resulting in the delayed completion of complex financial investigations. The Secretary proposes to fund these additional FTE's without any GR, and does not want the expenditure demands upon the Investor Education and Protection Fund to exceed anticipated revenues. The cost of the FTE's was based upon the current market value for an auditor or investigator with sufficient experience to successfully review complex securities documents and financial records and investigate complex investment products and fraudulent schemes.

The proposal also includes additions to EE budget categories such as travel (for audits), training, gas and court reporters to support the expanded audit program and the corresponding increase in overall division activity. Finally, the proposal includes a modest increase in publication and postage to meet the increasing demands upon the division's investor education section.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
<b>Budget Object Class/Job Class</b>									
<b>Auditor (CPA)</b>					54,684	1.0	54,684	1.0	
<b>Auditor</b>					44,508	1.0	44,508	1.0	
<b>Investigator III</b>					40,848	1.0	40,848	1.0	
							0	0.0	
<b>Total PS</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>140,040</b>	<b>3.0</b>	<b>140,040</b>	<b>3.0</b>	<b>0</b>
Professional Development					3,000		3,000		
Travel - in state					9,500		9,500		
Supplies					11,000		11,000		
Professional Services					15,000		15,000		
Travel - out of state					1,000		1,000		
<b>Total EE</b>	<b>0</b>		<b>0</b>		<b>39,500</b>		<b>39,500</b>		<b>0</b>
Program Distributions							0		
<b>Total PSD</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>179,540</b>	<b>3.0</b>	<b>179,540</b>	<b>3.0</b>	<b>0</b>



NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department Secretary of State's Office					Budget Unit _____				
Division Securities									
DI Name Securities Enforcement/Protection Support					DI# _____				
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Auditor (CPA)					54,684	1.0	54,684	1.0	
Auditor					44,508	1.0	44,508	1.0	
Investigator III					40,848	1.0	40,848	1.0	
							0	0.0	
<b>Total PS</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>140,040</b>	<b>3.0</b>	<b>140,040</b>	<b>3.0</b>	<b>0</b>
Professional Development					3,000		3,000		
Travel In-state					9,500		9,500		
Supplies					11,000		11,000		
Professional Services					15,000		15,000		
Travel out-of-state					1,000		1,000		
							0		
<b>Total EE</b>	<b>0</b>		<b>0</b>		<b>39,500</b>		<b>39,500</b>		<b>0</b>
Program Distributions							0		
<b>Total PSD</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>0</b>	<b>0.0</b>	<b>179,540</b>	<b>3.0</b>	<b>179,540</b>	<b>3.0</b>	<b>0</b>

Department Secretary of State's Office	Budget Unit _____
Division Securities	
DI Name Securities Enforcement/Protection Support	DI# _____
<b>6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with &amp; without additional funding.)</b>	
<p><b>6a. Provide an effectiveness measure.</b></p> <p>The effectiveness of two additional enforcement auditors will be measured by</p> <p>1) the increase in the number of routine and for-cause audits, 2) the decrease in the number of investor complaints against auditees, and 3) a possible increase in post-audit enforcement actions filed with the Commissioner of Securities.</p> <p>(Specific post-audit enforcement targets would be ethically inappropriate for a government law-enforcement agency). It is expected that the deterrent and educational impact of enhanced audit, investigation, and education functions will prompt both enhanced compliance and investor protection.</p>	<p><b>6b. Provide an efficiency measure.</b></p> <p>N/A</p>
<p><b>6c. Provide the number of clients/individuals served, if applicable.</b></p> <p>There are approximately 106,535 individuals or firms registered with the Securities Division and therefore subject to audit. There are hundreds of thousands of Missouri investors directly or indirectly served by the Division's audit, enforcement and education programs.</p> <p>The division's hotline and website receive over 100,000 citizen contacts each year.</p>	<p><b>6d. Provide a customer satisfaction measure, if available.</b></p> <p>N/A</p>

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department</b> Secretary of State's Office	<b>Budget Unit</b> _____
<b>Division</b> Securities	
<b>DI Name</b> Securities Enforcement/Protection Support	<b>DI#</b> _____

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

The new auditors should be adequately trained and supervised regarding the statutes and regulations applicable to registered broker-dealers and investment advisors and the Commissioner should supervise the audit program to ensure its productivity increases in a fashion proportionate to its increased resources.

The new investigator III should possess significant prior investigatory and/or industry experience. The Commissioner and the division's Chief Enforcement Counsel will be responsible for measuring the performance of this new senior investigator.

The effectiveness of the increase in investor education publication and postage funding can be roughly measured by an increase in contacts from the public on the Division's Investor Hotline. The Commissioner and the division's Director of Investor Education will be responsible for identifying the most efficient use of the education section's communication resources.

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>Enforcement/Protection Support - 1231007</b>								
INVESTIGATOR III	0	0.00	0	0.00	40,848	1.00	40,848	1.00
SECURITIES ENFORC. AUDITOR II	0	0.00	0	0.00	44,508	1.00	44,508	1.00
SECURITIES ENFORCEMENT AUDITOR	0	0.00	0	0.00	54,684	1.00	54,684	1.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>140,040</b>	<b>3.00</b>	<b>140,040</b>	<b>3.00</b>
TRAVEL, IN-STATE	0	0.00	0	0.00	9,500	0.00	9,500	0.00
TRAVEL, OUT-OF-STATE	0	0.00	0	0.00	1,000	0.00	1,000	0.00
FUEL & UTILITIES	0	0.00	0	0.00	11,000	0.00	11,000	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	0	0.00	3,000	0.00	3,000	0.00
PROFESSIONAL SERVICES	0	0.00	0	0.00	15,000	0.00	15,000	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>39,500</b>	<b>0.00</b>	<b>39,500</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$179,540</b>	<b>3.00</b>	<b>\$179,540</b>	<b>3.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$179,540</b>	<b>3.00</b>	<b>\$179,540</b>	<b>3.00</b>

## PROGRAM DESCRIPTION

**Department: Secretary of State**

**Program Name: Business Services**

**Program is found in the following core budget(s): Operating Core**

**1. What does this program do?**

The Business Services Division is comprised of three business units: Corporations, Uniform Commercial Code (UCC), and Commissions. Corporations is responsible for receiving, filing and maintaining all business and corporate filings that are required by law. UCC is responsible for receiving, filing and maintaining notice filings for secured transactions as required by law. Commissions is responsible for receiving, filing and maintaining notary applications, with additional responsibilities for documenting and providing certificates to gubernatorial appointees; receiving, filing and maintaining trademark and service mark registrations; and handling service of process and foreign extraditions. Each work area is responsible for answering customer inquiries timely and accurately whether by phone, in person or through correspondence with the office. Business Services has field offices in St. Louis, Kansas City, and Springfield.

All filings for Business Services, except trademark and service mark filings, are done through the Knowledge Base (KB) system. Corporate annual reports, fictitious name registrations, good standing requests, certified copy requests, and limited liability company registrations are available to file, review, search, and request online. All UCC filings can be filed online. In Commissions, notary look-up and the mandatory notary training course are available online. In FY 05, 85% of UCC filings and 46% of the annual reports filed were filed online.

The KB system allows for increased document and resource management through the ability to monitor and distribute the filing workload during the peak processing seasons. The Business Services Division efficiently and effectively serves the citizens of Missouri by providing increased access to records and images 24 hours a day, seven days a week through the Secretary of State's website.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Statutes 28, 274, 347, 349, 351, 352, 354, 355, 356, 357, 358, 359, 362, 375, 380, 388, 394, 400, 417, 486, and 506

**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

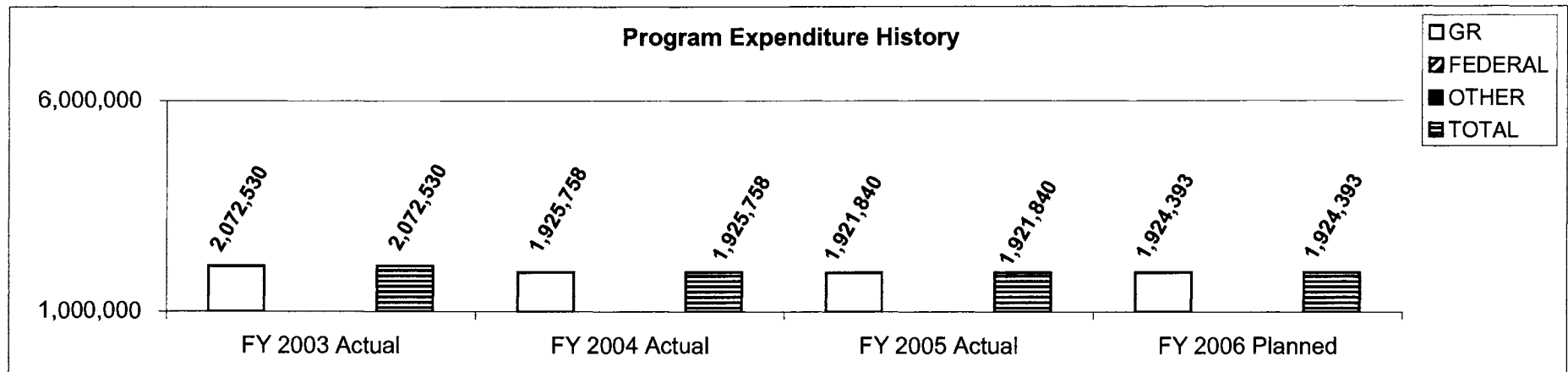
## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Business Services

**Program is found in the following core budget(s):** Operating Core

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

None

7a. Provide an effectiveness measure.

The Business Services Division tracks turn-around time for all documents processed. Average processing time for paper documents is two days or less, except during peak processing times and for incomplete or incorrect filings. Turnaround time for online filings is instantaneous; with only a few exceptions, walk-in customers enjoy immediate processing of their documents.

## PROGRAM DESCRIPTION

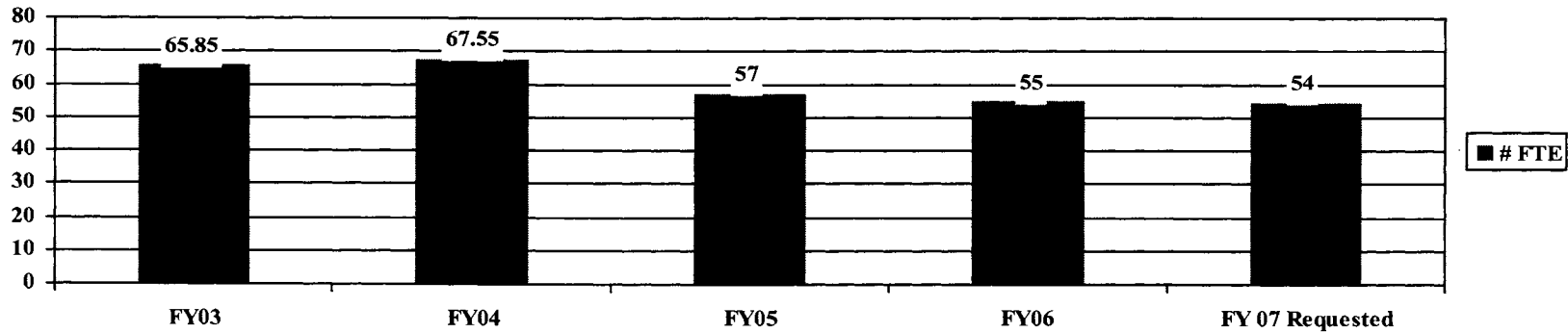
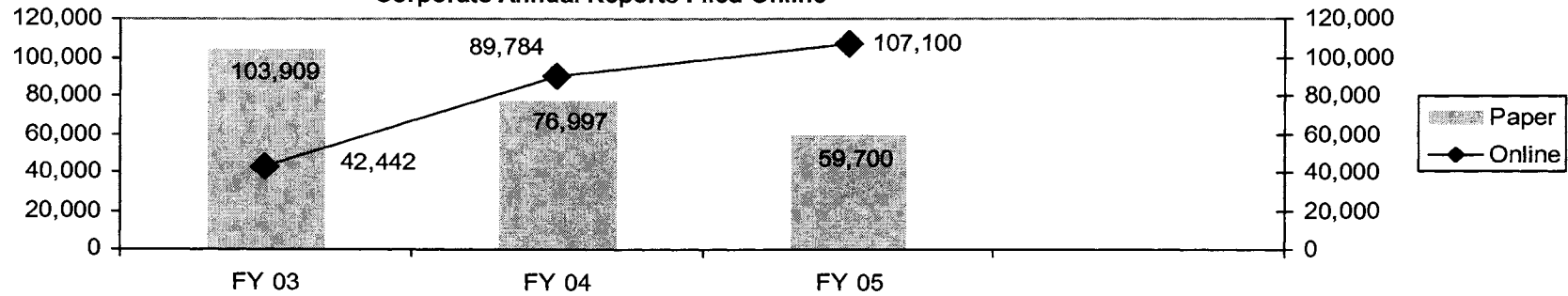
**Department:** Secretary of State

**Program Name:** Business Services

**Program is found in the following core budget(s):** Operating Core

**7b. Provide an efficiency measure.**

**Corporate Annual Reports Filed Online**



## PROGRAM DESCRIPTION

**Department: Secretary of State**

**Program Name: Business Services**

**Program is found in the following core budget(s): Operating Core**

**7c. Provide the number of clients/individuals served, if applicable.**

The Business Services Division processes approximately 395,000 business filings annually. In FY 05, over 35 million requests were made to the Business Services' directories of the Secretary of State's web page.

**7d. Provide a customer satisfaction measure, if available.**

General business and non-profit corporations saved over \$1.8 million in the first nine months of 2006 by filing their annual reports on-line and taking advantage of the reduced filing fees. The ability to file articles of organization on-line for limited liability companies was made available in August 2005; during the first two months 1,422 companies have filed on-line.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Information Technology Services Division

**Program is found in the following core budget(s):** Operating Core

### 1. What does this program do?

The Secretary of State (SOS) Information Technology Services Division provides a full range of information systems management services to all sections of the Office of Secretary of State, as well as application oversight and management for the Local Elections Authorities. Specific network infrastructure services provided to the Office of the Secretary of State include basic help desk support; desktop, notebook and other computer peripheral installation, maintenance and management; printer installation management and maintenance; network design, installation, management and security, including routers, switches, firewalls and intrusion detection systems; and server installation, administration and management. Specific information system management services provided to the Office of Secretary of State include information system and business process analysis and design; information system development and maintenance; project management; and disaster recovery and business continuity planning. Additionally, the SOS Information Technology Services Division is responsible for the development, maintenance and management of the Internet, intranet, and extranet presence of the Office of Secretary of State. Finally, SOS Information Technology Services Division works in cooperation with the SOS Elections Division to provide oversight and management of a centralized voter registration system to the local election authorities of each election jurisdiction in the State of Missouri.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

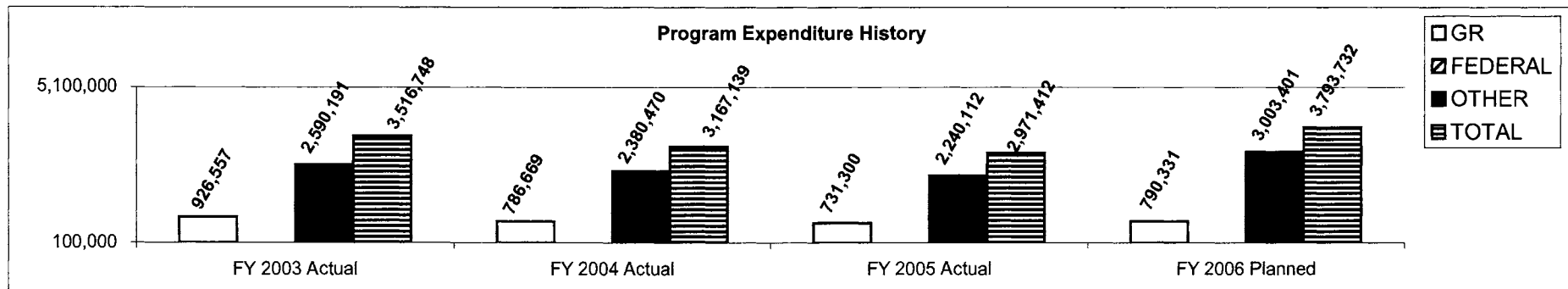
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Information Technology Services Division

**Program is found in the following core budget(s):** Operating Core

**6. What are the sources of the "Other " funds?**

Secretary of State Technology Trust Fund (0266)

**7a. Provide an effectiveness measure.**

The following measures have been identified as important in determining, managing and improving the overall effectiveness of services delivered. Measures are currently being developed and actual measures will be provided in the future.

	<u>Target</u>	<u>Actual</u>
Network Availability	99.60%	Not Available
Trouble Ticket Volume	Not Applicable	Not Available
Contact Volume (Email, web, walk-up, telephone)	Not Applicable	Not Available
Number of Completed Projects	Not Applicable	Not Available

**7b. Provide an efficiency measure.**

The following measures have been identified as important in determining, managing and improving the overall efficiency of services delivered. Measures are currently being developed and actual measures will be provided in future budget submissions.

	<u>Target</u>	<u>Actual</u>
Trouble Ticket Turnaround Time	4 Hours	Not Available
Projects completed on time and on budget	90%	Not Available

**7c. Provide the number of clients/individuals served, if applicable.**

The SOS Information Technology Services Division supports all SOS staff as well as the Local Elections Authorities and their staff in each county. Additionally, the SOS ITSD indirectly supports the hundreds of thousands of citizens that interact with the other SOS divisions through their various online applications and services.

SOS Staff	269
Local Elections Authorities and Staff	600
System transactions completed by citizens or businesses	> 3,000,000

**7d. Provide a customer satisfaction measure, if available.**

Customer satisfaction is an important measure in validating the overall effectiveness and efficiency of our operation and the services provided. The SOS

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Information Technology Services Division

**Program is found in the following core budget(s):** Operating Core

	<u>Target</u>	<u>Actual</u>
Customer Satisfaction (5 Point Scale)	4.5	Not Available

## PROGRAM DESCRIPTION

**Department: Secretary of State**

**Program Name: Library Services**

**Program is found in the following core budget(s): Operating Core**

### **1. What does this program do?**

The State Library works to improve library service throughout Missouri and for state government. It provides leadership and expertise in library and information services, promotes the establishment and development of stronger libraries, and maintains quality library service to the legislature and the executive branch agencies as well as other state and local governments.

Missouri's Constitution makes it the policy of the State to promote the establishment and development of free public libraries. Statutory provisions include the coordination of library services furnished by the State, administering state and federal grants and aid. The State Library also procures and disseminates information among individuals, communities, libraries, schools, charitable and state institutions, state departments and other organizations. To meet these constitutional and statutory obligations, the Secretary of State's Office maintains the Missouri State Library, including the office of the State Librarian; Reference Services, which provides a special library serving state government; and Library Development which provides services to libraries throughout the state. The services provided by the State Library to state government and local libraries strengthen both. The administration of state and federal grants means library service at the local level will be substantially improved. The coordination of library service and furnishing information and counsel combined with distribution of state funds are the most effective way to realize the public policy stated in the Constitution.

The State Librarian and Library Development Division work actively to collect information and distribute it to libraries and the general public. Specialists help libraries in services to seniors and youth, literacy, partnerships, statistics, public information and general library management and administrations. The State Library provides technology assistance and training to local libraries.

Reference Services is a special library which provides quality library service to the legislature and executive branch agencies. Concerted efforts are to provide information to state government when and where it is needed for important decision making. Active work puts information to the desktop for state officials and employees. The resources needed to provide continued operation of this service included personnel, support for a collection of 123,114 cataloged books, federal documents and state publications, 108 periodical subscriptions, and 7,990 electronic books and journals available to state officials at their desktops.

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo Ch181; Mo Constitution, Article X, Section 10.

Library Services and Technology Act; Public Law 104-298, as amended.

### **3. Are there federal matching requirements? If yes, please explain.**

No

### **4. Is this a federally mandated program? If yes, please explain.**

No

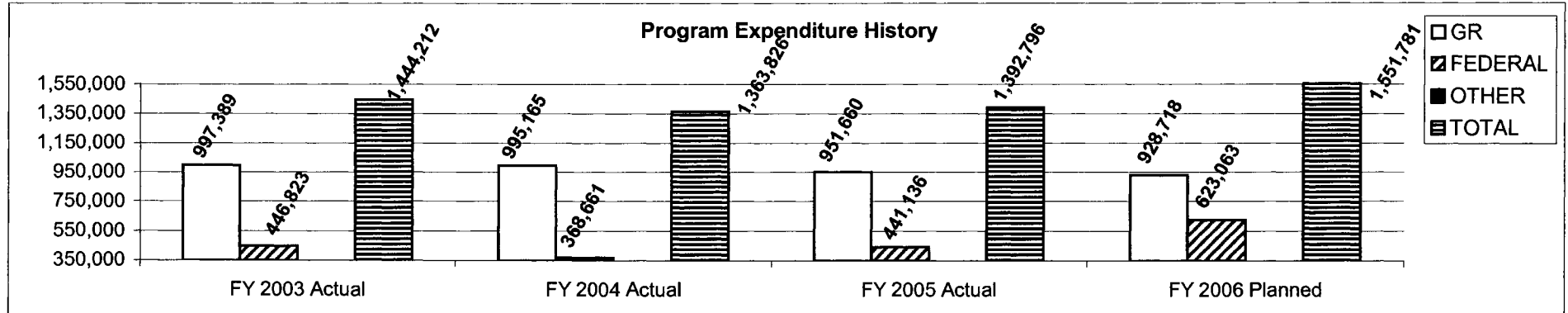
## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** Operating Core

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

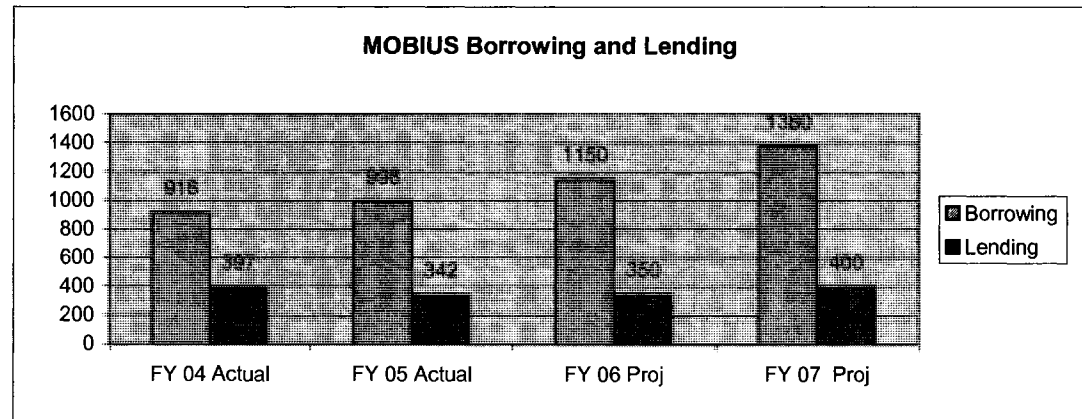
None

**7a. Provide an effectiveness measure.**

The MOBIUS shared library catalog allows the State Library to have immediate access to materials in libraries across the state to fill information requests. A statewide delivery system provides 2-day delivery of most items.

MOBIUS Borrow: Items provided to state employees from other libraries to fill requests.

MOBIUS Lending: Items loaned to other college libraries to assist with research needs.



## PROGRAM DESCRIPTION

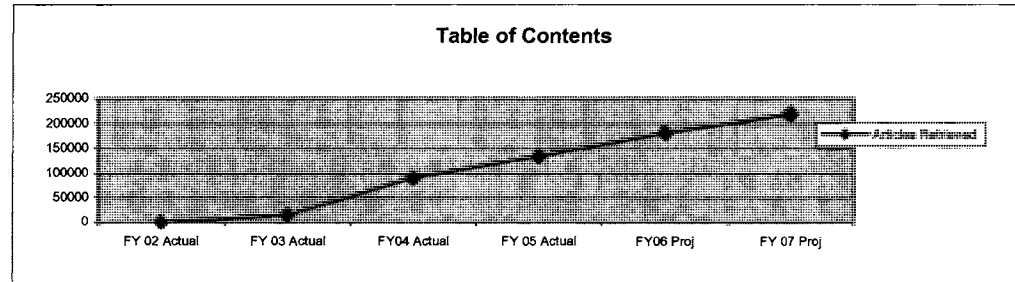
**Department: Secretary of State**

**Program Name: Library Services**

**Program is found in the following core budget(s): Operating Core**

**7b. Provide an efficiency measure.**

Number of articles retrieved by state employees through the online Table of Contents services, using links to an electronic periodical database.



**7c. Provide the number of clients/individuals served, if applicable.**

Participants in library summer reading clubs

	2002	2003	2004	2005	2006	2007	2008
					projected	projected	projected
Youth summer reading club participants	95,000	105,054	105,961	146,336	175,603	193,164	193,164
Teen summer reading club participants	6,500	18,010	9,198	14,279	15,707	17,278	17,278

**7d. Provide a customer satisfaction measure, if available.**

Library visits are made by library development staff and state librarian to obtain feedback on performance and quality of service

2004	2005	2006	2007
119	131	150	160
		projected	projected

**NEW DECISION ITEM**  
**RANK: \_\_\_\_\_ OF \_\_\_\_\_**

<b>Department Secretary of State</b>	<b>Budget Unit</b> _____
<b>Division State Library</b>	
<b>DI Name - Summer Reading Program</b>	<b>DI#</b> _____

**1. AMOUNT OF REQUEST**

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	33,006	0	0	33,006
PSD		0	0	
<b>Total</b>	<b>33,006</b>	<b>0</b>	<b>0</b>	<b>33,006</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	33,006	0	0	33,006
PSD	0	0	0	0
<b>Total</b>	<b>33,006</b>	<b>0</b>	<b>0</b>	<b>33,006</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation <input type="checkbox"/> Federal Mandate <input type="checkbox"/> GR Pick-Up <input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> New Program <input type="checkbox"/> Program Expansion <input type="checkbox"/> Space Request <input type="checkbox"/> Other: _____	<input type="checkbox"/> Supplemental <input type="checkbox"/> Cost to Continue <input type="checkbox"/> Equipment Replacement
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**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department Secretary of State</b>	<b>Budget Unit</b> _____
<b>Division State Library</b>	
<b>DI Name - Summer Reading Program</b>	<b>DI#</b> _____
<b>3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.</b>	
<p>Research shows that youth, particularly children from low-income families, lose up to three months of grade-level equivalency during the summer months each year. 10 percent of Missouri youth, ages 0 through 18, participate in summer reading programs through their public library. Increasing the number of youth who participate in summer library programs will help more Missouri students retain or increase their reading proficiency during the summer months. A study of how school library media centers affect student achievement, conducted in 2002 by the Missouri State Library and DESE showed an increase in MAP scores in schools where the school library media center encouraged participation in summer reading programs.</p> <p>Participation by pre-readers in summer library programs guarantees them exposure to print and language, essential elements for early reading skill development. Public library summer reading programs provide effective and fun ways to encourage youth and their families to read during the "out-of-school" months and incorporate reading and reading-related activities into summer family time.</p> <p>While reading scores for seventh grade students in Missouri continue to decrease, the appropriation for the statewide summer youth library program has been funded at the current level since 1998. More funds are needed to help libraries significantly boost participation in summer library programs.</p> <p>Additional funding will provide the state library with the resources to assist public libraries purchase resources and materials to attract and maintain the interest of all youth, from babies to teens, in the summer reading program, which in turn will ensure Missouri students retain or increase their reading proficiency during the summer months.</p> <p>The statewide summer library program provides public libraries with the tools and resources they need to conduct coordinated summer programs that encourage children, young adults and their families to read during the summer months while school is not in session. The program manuals and promotion resources are developed and shared by 30 states, providing both high quality and lower cost through shared purchasing power.</p>	
<b>4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)</b>	
<p>Currently, state funding of \$.016 per summer reading program participant, reaches 146,000 youth through library summer reading programs. This is about 10% of youth 0-17. By increasing the amount of state funds provided to libraries to approximately \$.05 per youth (based on a sliding scale, according to youth population), the State Library would set a goal to increase statewide participation by an additional 10 percent.</p>	



NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department Secretary of State _____	Budget Unit _____
Division State Library _____	
DI Name - Summer Reading Program _____	DI# _____

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
Supplies	33,006						33,006		
							0		
							0		
							0		
<b>Total EE</b>	33,006		0		0		33,006		0
Program Distributions							0		
<b>Total PSD</b>	0		0		0		0		0
<b>Grand Total</b>	33,006	0.0	0	0.0	0	0.0	33,006	0.0	0

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department Secretary of State			Budget Unit _____						
Division State Library									
DI Name - Summer Reading Program			DI# _____						
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
Supplies	33,006						33,006		
							0		
<b>Total EE</b>	33,006		0		0		33,006		0
Program Distributions							0		
<b>Total PSD</b>	0		0		0		0		0
<b>Grand Total</b>	33,006	0.0	0	0.0	0	0.0	33,006	0.0	0

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

**Department Secretary of State**  
**Division State Library**  
**DI Name - Summer Reading Program** **DI#** \_\_\_\_\_

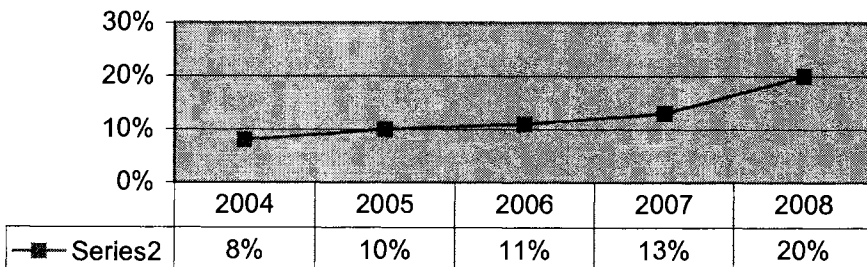
**Budget Unit** \_\_\_\_\_

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

The percent of Missouri youth who participate in summer library programs will increase to 20% by 2008, based on 0-17 population of 1,429,634

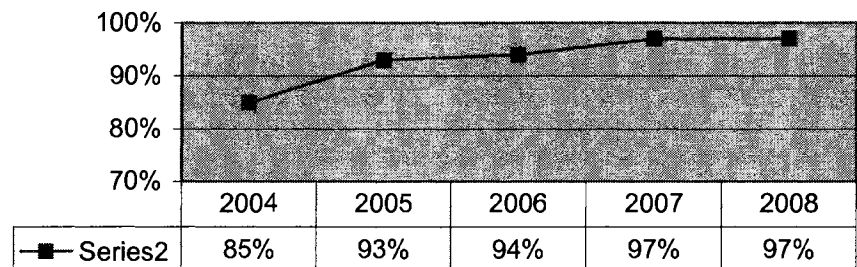
**Per Cent Youth Participation**



**6b. Provide an efficiency measure.**

Per Cent of public libraries participating in statewide summer library program

**Libraries Participating**



**6c. Provide the number of clients/individuals served, if applicable.**

Youth participants:

2004	115,159
2005	145,718
2006	157,375
2007	185,702
2008	285,926

**6d. Provide a customer satisfaction measure, if available.**

Libraries' satisfaction with summer library program materials supplied by State Library, 2005

Average satisfaction score, (1-5 scale): 4.6

planning manual - children's program 4.23

planning manual -young adult program 4.15

graphics on CD-rom

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department Secretary of State</b>	<b>Budget Unit</b> _____
<b>Division State Library</b>	
<b>DI Name - Summer Reading Program</b>	<b>DI#</b> _____

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

With additional state funding, libraries would purchase marketing materials, such as posters, bookmarks and similar merchandise, to help promote the summer program to youth in schools, after school care programs, Boys & Girls Clubs, and other locations. In addition, libraries will use additional funds to obtain incentives, such as books and other items that can be distributed to children as they join or participate in the summer program. Lastly, the funding would be used to develop cooperative programs with and in schools, where many youth are attending summer school classes. In 2005, public libraries worked with public schools to bring summer program activities and promotional items to the schools, but limited funding prevents this in some areas.

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SECRETARY OF STATE</b>								
<b>Summer Reading Program - 1231001</b>								
SUPPLIES	0	0.00	0	0.00	33,006	0.00	33,006	0.00
TOTAL - EE	0	0.00	0	0.00	33,006	0.00	33,006	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$33,006	0.00	\$33,006	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$33,006	0.00	\$33,006	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Wolfner Library

**Program is found in the following core budget(s):** Operating Core

**1. What does this program do?**

The Wolfner Library for the Blind and Physically Handicapped provides library service to anyone in the State of Missouri who is unable to use standard print materials due to a visual or physical disability. The library collection consists of more than 360,000 volumes of books in non-print formats (braille and cassette) on a broad range of fiction and non-fiction subjects, for all ages. The library loans playback machines to those using the recorded materials. Over seventy (70) magazine subscriptions are also available. Books and magazines are mailed to and from library patrons, wherever they reside. There is no charge, whatsoever, to the patron. Currently, over 17,000 Missourians actively use the Wolfner Library service. Wolfner Library distributes more than 500,000 books to those 17,000 Missourians unable to read printed materials.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

The statutory obligations which implement Article X, Section 10 of the Missouri Constitution, as described in MO Revised Statute 181.065, as well as implementing the intent of Public Law 89-522 in Missouri.

**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

Public Law 89-522 establishes a national program to provide library service to everyone in the United States that cannot use print. Each state provides services to the blind and physically disabled under direction of the National Library Service.

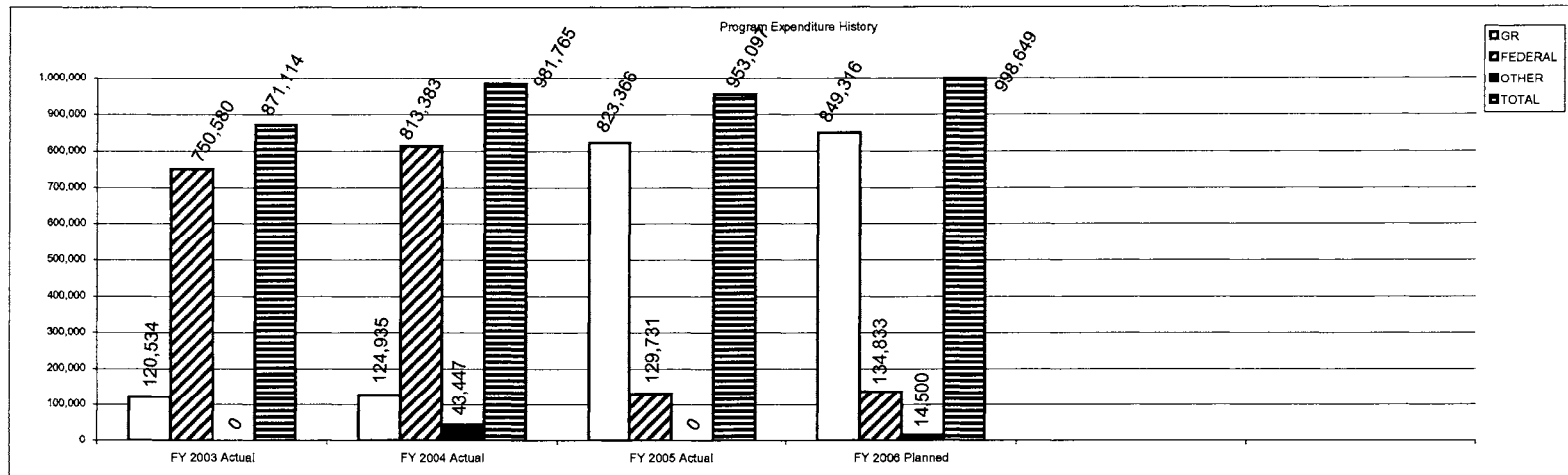
## PROGRAM DESCRIPTION

Department: Secretary of State

Program Name: Wolfner Library

Program is found in the following core budget(s): Operating Core

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.

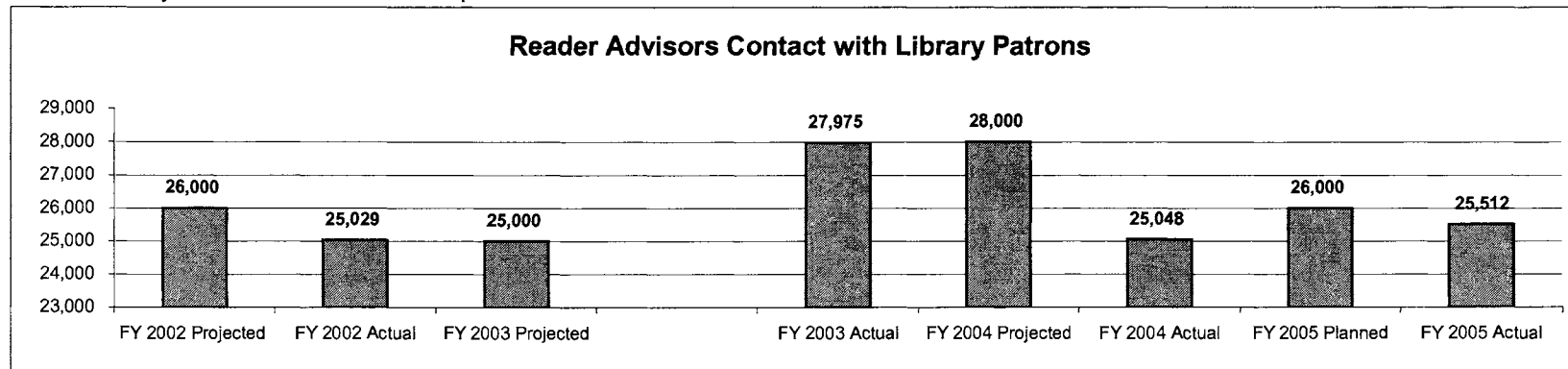


6. What are the sources of the "Other " funds?

Wolfner Library Trust Fund (0928)

7a. Provide an effectiveness measure.

Wolfner Library Reader Advisor contact with patrons.



# PROGRAM DESCRIPTION

Department: Secretary of State

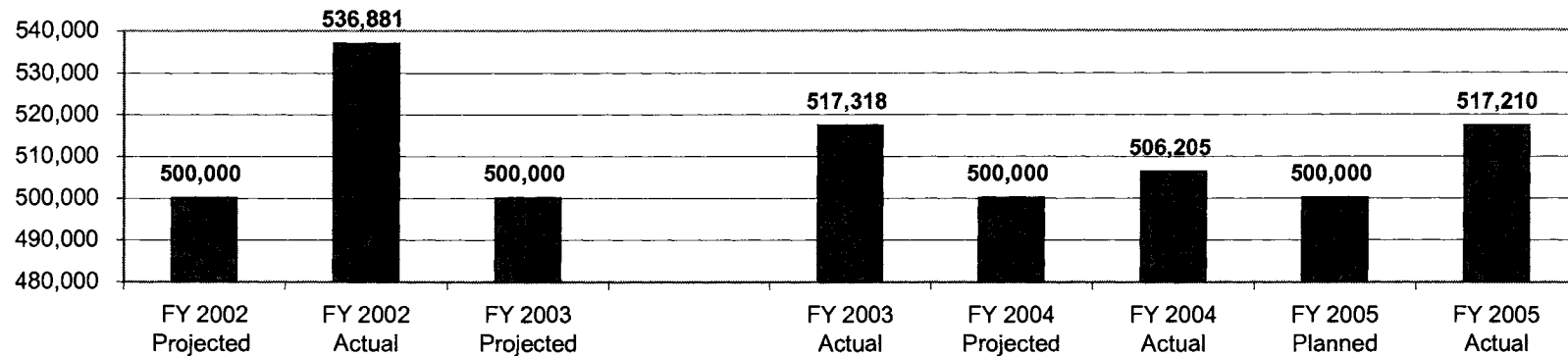
Program Name: Wolfner Library

Program is found in the following core budget(s): Operating Core

7b. Provide an efficiency measure.

Wolfner Library book circulation with one FTE position lost in FY 2002.

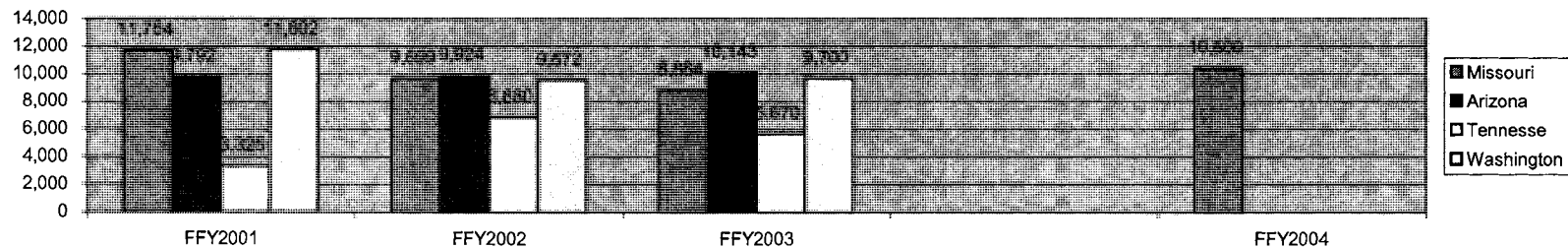
Circulation with Keystone Automation System



7c. Provide the number of clients/individuals served, if applicable.

Compare wolfner readership to states with equivalent populations: Arizona, Tennessee, Washington

Wolfner Individual Readers





**PROGRAM DESCRIPTION**

**Department: Secretary of State**

**Program Name: Wolfner Library**

**Program is found in the following core budget(s): Operating Core**

**7d. Provide a customer satisfaction measure, if available.**

<b>Wolfner Library Patron Survey Results 2005</b>	<b>Excellent</b>	<b>Very Good</b>	<b>Good</b>	<b>Fair</b>	<b>Poor</b>	<b>Not Applicable</b>
<i>1. Book titles we select for you</i>	269	394	433	124	29	172
<i>2. Completeness and condition of the books you receive</i>	415	725	455	51	8	37
<i>3. Quality of service for problems with cassette players and headphones</i>	635	525	279	27	8	0
<i>4. Courtesy of Library Staff</i>	1209	369	103	5	2	0
<i>5. The Content and quality of the Wolfner News newsletter</i>	498	671	732	27	3	0
	<b>Very Easy</b>	<b>Easy</b>	<b>Average</b>	<b>Difficult</b>	<b>Very Difficult</b>	
<i>6. Ease of contacting us</i>	1024	563	793	7	0	
	<b>Too Many</b>	<b>Right Quantity</b>		<b>Not Enough</b>	<b>Not Applicable</b>	
<i>7. Number of books we send you</i>	239	1228		104	101	
	<b>Too Quickly</b>	<b>Just Right</b>		<b>Too Slowly</b>	<b>Not Applicable</b>	
<i>8. Speed with which we get books to you</i>	98	1563		82	39	
	<b>Always</b>	<b>Almost Always</b>		<b>Usually</b>	<b>Sometimes</b>	<b>Almost Never</b>
<i>9. When contacting the library, do you receive the assistance or materials you requested</i>	1152	663		136	36	2
	<b>Excellent</b>	<b>Very Good</b>		<b>Good</b>	<b>Fair</b>	<b>Poor</b>
<i>10. Overall rating of Wolfner Library services</i>	830	462		142	8	0

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>GRANTS AND PROJECTS</b>									
Miscellaneous Grants/Projects - 1231005									
PROGRAM-SPECIFIC									
SECRETARY OF STATE-FED&OTHER	0	0.00	0	0.00	200,000	0.00	200,000	0.00	
TOTAL - PD	0	0.00	0	0.00	200,000	0.00	200,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	<b>200,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	<b>\$200,000</b>	<b>0.00</b>	

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**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department: Secretary of State</b>	<b>Budget Unit</b> <u>23140C</u>
<b>Division: Administrative Services</b>	
<b>DI Name: Federal/other grants, donations, contracts</b>	<b>DI#</b> _____

**1. AMOUNT OF REQUEST**

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	200,000	0	200,000
<b>Total</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b> E
<hr/>				
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

FY 2007 Governor's Recommendation				
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	200,000	0	200,000
<b>Total</b>	<b>0</b>	<b>200,000</b>	<b>0</b>	<b>200,000</b> E
<hr/>				
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Supplemental
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: <u>Reduce bureaucratic inefficiency/increase innovative projects</u>	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The Office of the Secretary of State requests this appropriation to provide a means of receiving and expending funds that become available during the fiscal year from grants, contracts, or gifts from the federal government, other governmental entities, and private sources. Similar appropriations have been provided for many years to a number of the departments of state government such as the Department of Elementary and Secondary Education, the Department of Health and Senior Services, the Department of Menatal Health, and the Department of Social Services. The Office of the Secretary of State would notify the General Assembly in writing of the source of any new funds and the purpose for which they would be expended prior to their expenditure.

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department: Secretary of State</b> <b>Division: Administrative Services</b> <b>DI Name: Federal/other grants, donations, contracts</b> <b>DI#</b>	<b>Budget Unit</b> <u>23140C</u>
<p>The opportunity to apply for federal funding and other grants comes at various times throughout the fiscal year. Not all of the funding opportunities can be foreseen ahead of time. The lack of such an appropriation has the effect of substantially increasing bureaucratic red tape for special projects and provides a disincentive to staff in finding innovative solutions and funding sources for projects. For example, during the past year Westlaw expressed interest in obtaining Supreme Court case records for the purpose of digitizing the files and making them available through their service. The Office of the Secretary of State had no means of accepting a payment from Westlaw for the work. To accommodate the project the Archives had to go through an extended contracting process with Westlaw and another third party vendor to complete the work. In addition, agreements had to be reached to ensure the integrity and safeguarding of the documents during the project. This process could have been completed more quickly, easily, at less cost, and with greater assurance of the protection of our records if the office could have accepted payment for the specific project.</p>	
<p><b>4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)</b></p> <p>The Office of the Secretary of State is currently working on several such funding opportunities. The State Library has been approached by the Missouri Department of Transportation (MODOT) with a request to take over their transportation library in Jefferson City. The holdings of the transportation library are not currently cataloged and available through the statewide MOBIUS common library platform. The State Library would be responsible for housing the collection, ensuring that the collection is automated, and making it available to agencies throughout the state. MODOT benefits by allowing all of its holdings to be available throughout its agency. Other agencies benefit through being able to identify and then use the transportation collection. MODOT benefits by saving the space devoted to its current collection. MODOT is willing to contract with the State Library for a contract librarian to work on implementation of the project - estimated at \$45,000. Upon the project's success the State Library could begin work with other agencies to see if the same methodology could be used to make their collections available.</p> <p>The Securities Division also has an opportunity to receive a grant from the Investors Protection Trust (IPT), a non-profit entity founded in 1993 as a part of a multi-state settlement. The IPT serves as an independent source of non-commercial investor education and provides grants for investor education activities. If successful, the grant would provide roughly \$80,000 for such activities.</p> <p>The remaining amount of the request would be used for other projects that become available during the year similar to the Westlaw project noted above that cost \$40,000.</p>	

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Secretary of State			Budget Unit 23140C						
Division: Administrative Services									
DI Name: Federal/other grants, donations, contracts			DI#						
<b>5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.</b>									
Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0		0		0		0		0
Program Distributions			200,000				200,000		
Total PSD	0		200,000		0		200,000		0
Grand Total	0	0.0	200,000	0.0	0	0.0	200,000	0.0	0

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0		0		0		0		0
Program Distributions			200,000				200,000		
Total PSD	0		200,000		0		200,000		0
Grand Total	0	0.0	200,000	0.0	0	0.0	200,000	0.0	0

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Secretary of State  
Division: Administrative Services  
DI Name: Federal/other grants, donations, contracts DI# \_\_\_\_\_

Budget Unit 23140C

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Funding from other sources for innovative projects increases

**6b. Provide an efficiency measure.**

Projects are completed faster without excessive red tape required in the contracting process.

**6c. Provide the number of clients/individuals served, if applicable.**

Will depend on the scope of each innovative project identified and completed.

**6d. Provide a customer satisfaction measure, if available.**

Faster completion with reduced bureaucratic red tape should improve satisfaction and result in more innovative projects.

**NEW DECISION ITEM**  
**RANK: \_\_\_\_\_ OF \_\_\_\_\_**

Department: Secretary of State	Budget Unit 23140C
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**Division: Administrative Services**

DI Name: Federal/other grants, donations, contracts	DI#
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**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Complete innovative projects quickly and provide a high-quality product.

Show project partners that projects can be completed with a minimum of bureaucratic red tape.

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>GRANTS AND PROJECTS</b>								
Miscellaneous Grants/Projects - 1231005								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	200,000	0.00	200,000	0.00
TOTAL - PD	0	0.00	0	0.00	200,000	0.00	200,000	0.00
GRAND TOTAL	\$0	0.00	\$0	0.00	\$200,000	0.00	\$200,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$200,000	0.00	\$200,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00





## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>OFFICIAL MANUAL</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	9,998	0.00	525,000	0.00	10,000	0.00	10,000	0.00	
TOTAL - EE	9,998	0.00	525,000	0.00	10,000	0.00	10,000	0.00	
<b>TOTAL</b>	<b>9,998</b>	<b>0.00</b>	<b>525,000</b>	<b>0.00</b>	<b>10,000</b>	<b>0.00</b>	<b>10,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$9,998</b>	<b>0.00</b>	<b>\$525,000</b>	<b>0.00</b>	<b>\$10,000</b>	<b>0.00</b>	<b>\$10,000</b>	<b>0.00</b>	

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### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23141C
<b>Division</b>	Administrative Services - Publications		
<b>Core -</b>	<i>Official Manual, State of Missouri</i>		

#### 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	10,000	0	0	10,000
PSD	0	0	0	0
<b>Total</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	10,000	0	0	10,000
PSD	0	0	0	0
<b>Total</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

#### 2. CORE DESCRIPTION

The Secretary of State's office is statutorily responsible for publishing biannually the *Official Manual, State of Missouri*, to include historical, official, political, statistical and other information in regard to the national and state governments and to be distributed to members of the general assembly, the state, judicial and county officers, each high school and each elementary school within the state and to the newspapers of the state. The rest of the *Manuals* are distributed to the public upon request.

The funds here represent the amount necessary to carry out preliminary *Official Manual* related activities during the FY07 "off-year." The bulk of the cost of the 2007-2008 *Official Manual* will be requested in the FY08 budget.

#### 3. PROGRAM LISTING (list programs included in this core funding)

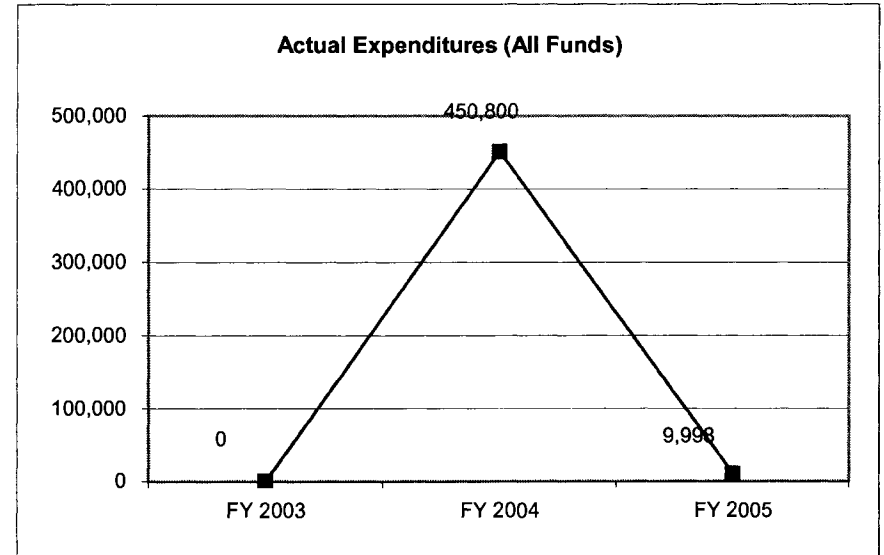
Off-year activities related to the publishing of the 2007-2008 *Official Manual, State of Missouri*

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23141C
<b>Division</b>	Administrative Services - Publications		
<b>Core -</b>	Official Manual, State of Missouri		

## 4. FINANCIAL HISTORY

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	0	600,000	10,000	525,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	0	600,000	10,000	N/A
Actual Expenditures (All Funds)	0	450,800	9,998	N/A
Unexpended (All Funds)	0	149,200	2	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:** Official Manuals are published biannually in the even fiscal year. FY05 was the first year in which a core was maintained in the off-year. This was done to ensure the availability of funds for Official Manual-related activities during the off year.

**CORE RECONCILIATION**

SECRETARY OF STATE  
OFFICIAL MANUAL

**5. CORE RECONCILIATION**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	525,000	0	0	525,000	
	<b>Total</b>	<b>0.00</b>	<b>525,000</b>	<b>0</b>	<b>0</b>	<b>525,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reduction	[#2749] EE	0.00	(515,000)	0	0	(515,000)	
<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>(515,000)</b>	<b>0</b>	<b>0</b>	<b>(515,000)</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	10,000	0	0	10,000	
	<b>Total</b>	<b>0.00</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	10,000	0	0	10,000	
	<b>Total</b>	<b>0.00</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>10,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>OFFICIAL MANUAL</b>								
<b>CORE</b>								
SUPPLIES	5,967	0.00	43,000	0.00	4,500	0.00	4,500	0.00
PROFESSIONAL DEVELOPMENT	0	0.00	481,500	0.00	0	0.00	0	0.00
PROFESSIONAL SERVICES	4,031	0.00	0	0.00	5,000	0.00	5,000	0.00
MISCELLANEOUS EXPENSES	0	0.00	500	0.00	500	0.00	500	0.00
<b>TOTAL - EE</b>	<b>9,998</b>	<b>0.00</b>	<b>525,000</b>	<b>0.00</b>	<b>10,000</b>	<b>0.00</b>	<b>10,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$9,998</b>	<b>0.00</b>	<b>\$525,000</b>	<b>0.00</b>	<b>\$10,000</b>	<b>0.00</b>	<b>\$10,000</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$9,998</b>	<b>0.00</b>	<b>\$525,000</b>	<b>0.00</b>	<b>\$10,000</b>	<b>0.00</b>	<b>\$10,000</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s):** *Official Manual, State of Missouri*

**1. What does this program do?**

The Secretary of State's office is statutorily responsible for publishing biannually the *Official Manual, State of Missouri*, to include historical, official, political, statistical and other information in regard to the national and state governments and to be distributed to members of the general assembly, the state, judicial and county officers, each high school and each elementary school within the state and to the newspapers of the state. The rest of the Manuals are distributed to the public upon request.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 11.020 RSMo

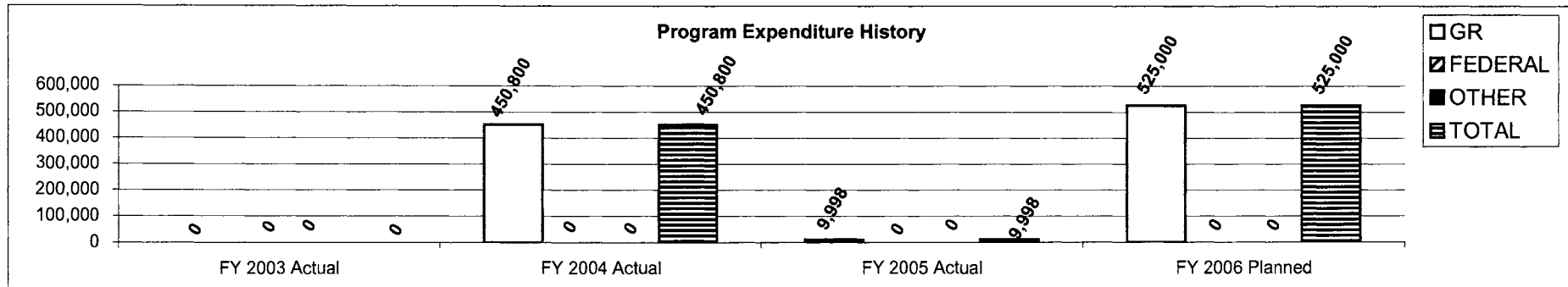
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

N/A

## PROGRAM DESCRIPTION

**Department: Secretary of State**

**Program Name: Administrative Services**

**Program is found in the following core budget(s): *Official Manual, State of Missouri***

**7a. Provide an effectiveness measure.**

Prepare, publish and distribute the Official Manual in compliance with Chapter 11, RSMo. Providing access to government by gathering and publishing historical, official, political, statistical and other information in regard to national and state governments.

**7b. Provide an efficiency measure.**

**7c. Provide the number of clients/individuals served, if applicable.**

Estimated to be over 44,000 individuals. Approximately 44,000 copies of the 2003-2004 edition of the *Official Manual* were distributed. *Official Manuals* given to libraries and schools obviously reach multiple citizens.

**7d. Provide a customer satisfaction measure, if available.**



# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>REFUNDS</b>									
<b>CORE</b>									
PROGRAM-SPECIFIC									
GENERAL REVENUE	139,776	0.00	50,000	0.00	50,000	0.00	50,000	0.00	
TOTAL - PD	139,776	0.00	50,000	0.00	50,000	0.00	50,000	0.00	
<b>TOTAL</b>	<b>139,776</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$139,776</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	

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# CORE DECISION ITEM

Department: Secretary of State

Program Name: Refunds Core

Core: Refunds

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	50,000	0	0	50,000 E
PSD	0	0	0	0
Total	50,000	0	0	50,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: None

E request: This is an estimated appropriation. Most refunds for prior fiscal years were due to overpayments received in the form of checks in our Business Services area. We have expanded online filing in Business Services, which automatically determines the total fees owed, and these are then paid by credit card and ACH Debit.

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	50,000	0	0	50,000 E
PSD	0	0	0	0
Total	50,000	0	0	50,000 E
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an estimated appropriation to allow timely payment of refunds should there be more overpayments than anticipated. This appropriation is used for refunds occurring in all areas within the office except special funds.

## 3. PROGRAM LISTING (list programs included in this core funding)

Refunds

# **CORE DECISION ITEM**

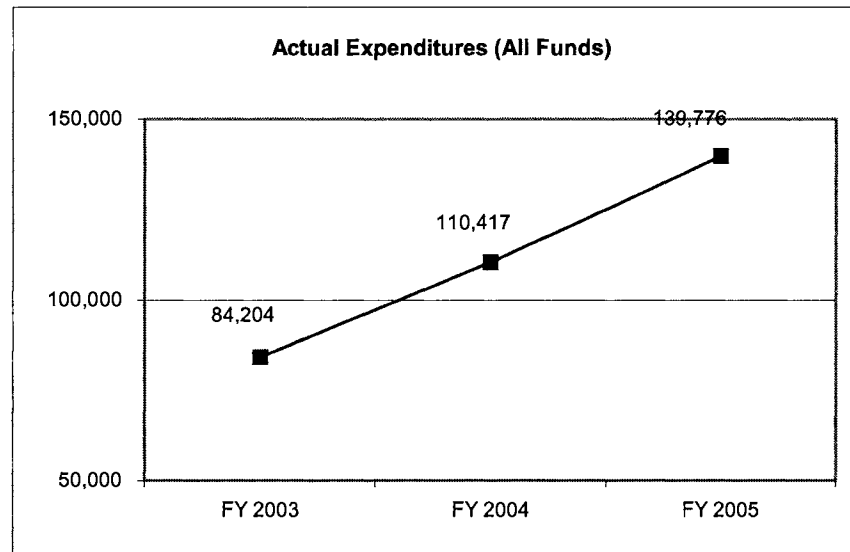
**Department:** Secretary of State

**Program Name:** Refunds Core

**Core:** Refunds

## **4. FINANCIAL HISTORY**

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	100,000	254,000	145,000	50,000 E
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	100,000	254,000	145,000	N/A
Actual Expenditures (All Funds)	84,204	110,417	139,776	N/A
Unexpended (All Funds)	15,796	143,583	5,224	N/A
Unexpended, by Fund:				
General Revenue	15,796	143,583	5,224	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

## **NOTES:**

In FY2004 and FY2005, unforeseen new software systems for Business Services increased refunds during to UCC and Corporations customers.

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**CORE RECONCILIATION**

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**SECRETARY OF STATE**  
**REFUNDS**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	50,000	0	0	50,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
REFUNDS								
CORE								
REFUNDS	139,776	0.00	50,000	0.00	50,000	0.00	50,000	0.00
TOTAL - PD	139,776	0.00	50,000	0.00	50,000	0.00	50,000	0.00
GRAND TOTAL	\$139,776	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
GENERAL REVENUE	\$139,776	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s):** Refunds

**1. What does this program do?**

The Office of the Secretary of State collects revenues, often received in the form of a check, for services provided. Refunds result when an overpayment occurs. This request is for an estimated appropriation to allow timely payment of refunds should there be more overpayments than anticipated. This appropriation is used for refunds occurring in all areas within the office except special funds.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Constitution

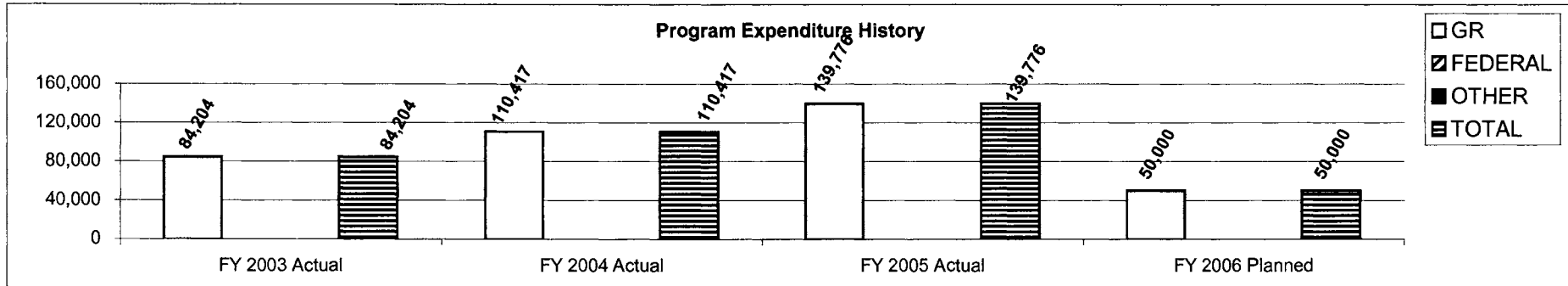
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

None

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Administrative Services

**Program is found in the following core budget(s):** Refunds

**7a. Provide an effectiveness measure.**

None

**7b. Provide an efficiency measure.**

Rather than return a check for an incorrect amount and delay processing of the filing or other service, this office will deposit the check and refund the excess fee collected. These refunds provide faster and better service for customers of the Office of the Secretary of State.

**7c. Provide the number of clients/individuals served, if applicable.**

None

**7d. Provide a customer satisfaction measure, if available.**

None

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23149C
<b>Division</b>	Securities		
<b>Core -</b>	Investors' Restitution Fund		

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	55,000	55,000 E
<b>Total</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000 E</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Investors' Restitution Fund (0741)

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	55,000	55,000 E
<b>Total</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000 E</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

## 2. CORE DESCRIPTION

E request: This fund is set up to pay victims of investment fraud. During the course of a year, it is never known how much money might be paid into the fund. An estimated fund is necessary to allow us to increase the fund and repay victims in a timely manner.

The fund provides for preserving and distributing to aggrieved investors disgorgement or restitution funds obtained through enforcement proceedings.

## 3. PROGRAM LISTING (list programs included in this core funding)

Investors' Restitution Fund

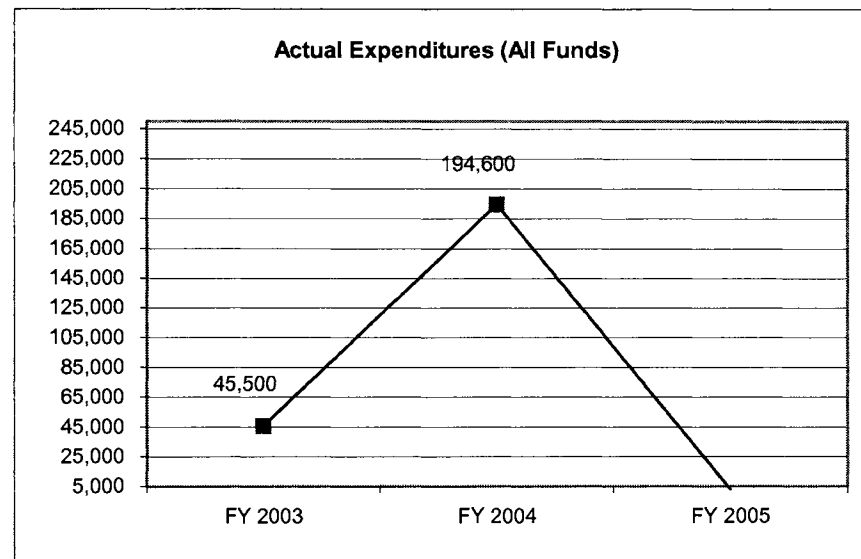


# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23149C
<b>Division</b>	Securities		
<b>Core -</b>	Investors' Restitution Fund		

## 4. FINANCIAL HISTORY

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	55,000	254,000	55,000	0
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	55,000	254,000	55,000	N/A
Actual Expenditures (All Funds)	45,500	194,600	3,000	N/A
Unexpended (All Funds)	9,500	59,400	52,000	N/A
Unexpended, by Fund:				
General Revenue	0	55,000	55,000	N/A
Federal	0	0	0	N/A
Other	9,500	59,400	55,000	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

In FY2004, the "E" appropriation was increased from \$55,000 to \$254,000.

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>INVESTORS' RESTITUTION</b>									
<b>CORE</b>									
PROGRAM-SPECIFIC									
INVESTORS RESTITUTION FUND	3,000	0.00	55,000	0.00	55,000	0.00	55,000	0.00	
TOTAL - PD	3,000	0.00	55,000	0.00	55,000	0.00	55,000	0.00	
<b>TOTAL</b>	<b>3,000</b>	<b>0.00</b>	<b>55,000</b>	<b>0.00</b>	<b>55,000</b>	<b>0.00</b>	<b>55,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$3,000</b>	<b>0.00</b>	<b>\$55,000</b>	<b>0.00</b>	<b>\$55,000</b>	<b>0.00</b>	<b>\$55,000</b>	<b>0.00</b>	

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**CORE RECONCILIATION**

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**SECRETARY OF STATE**  
**INVESTORS' RESTITUTION**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>	PD	0.00	0	0	55,000	55,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000</b>	
<b>DEPARTMENT CORE REQUEST</b>	PD	0.00	0	0	55,000	55,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>	PD	0.00	0	0	55,000	55,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>55,000</b>	<b>55,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
INVESTORS' RESTITUTION								
CORE								
PROGRAM DISTRIBUTIONS	3,000	0.00	55,000	0.00	55,000	0.00	55,000	0.00
TOTAL - PD	3,000	0.00	55,000	0.00	55,000	0.00	55,000	0.00
GRAND TOTAL	\$3,000	0.00	\$55,000	0.00	\$55,000	0.00	\$55,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$3,000	0.00	\$55,000	0.00	\$55,000	0.00	\$55,000	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Securities

**Program is found in the following core budget(s):** Investors' Restitution

**1. What does this program do?**

Provides for preserving and distributing to aggrieved investors disgorgement or restitution funds obtained through enforcement proceedings under this act.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 409.6-603(e), RSMo Cumulative Supp. 2003.

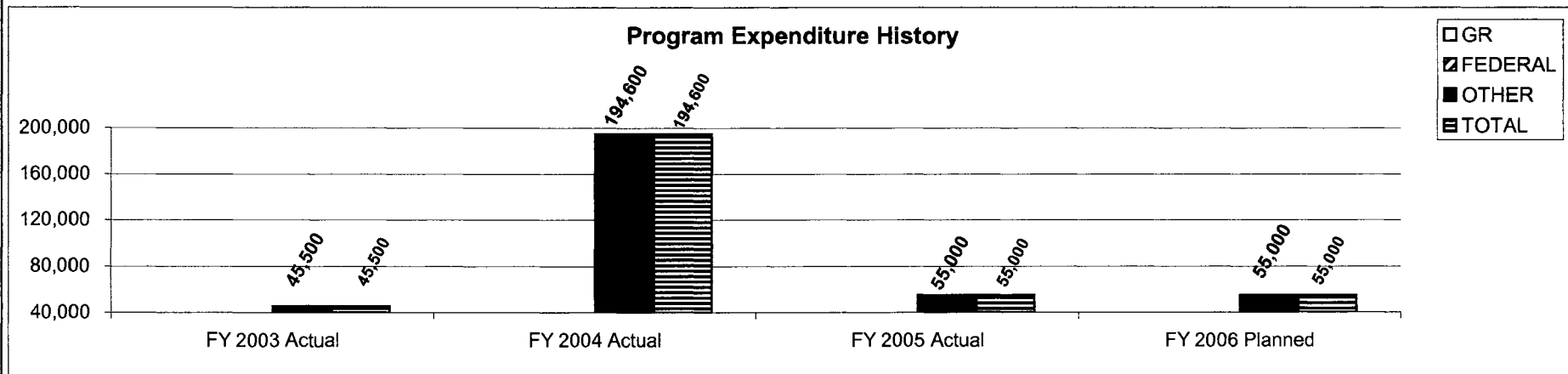
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Investors' Restitution Fund (0741)

**7a. Provide an effectiveness measure.**

N/A

**7b. Provide an efficiency measure.**

N/A

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Securities

**Program is found in the following core budget(s):** Investors' Restitution

**7c. Provide the number of clients/individuals served, if applicable.**

Varies from year to year.

**7d. Provide a customer satisfaction measure, if available.**

N/A



# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>ELECTIONS PUBLIC NOTICE</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	580,513	0.00	100,000	0.00	100,000	0.00	100,000	0.00	
TOTAL - EE	580,513	0.00	100,000	0.00	100,000	0.00	100,000	0.00	
<b>TOTAL</b>	<b>580,513</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>	
<b>Initiative Petition Publishing - 1231008</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	0	0.00	1,500,000	0.00	1,500,000	0.00	
TOTAL - EE	0	0.00	0	0.00	1,500,000	0.00	1,500,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1,500,000</b>	<b>0.00</b>	<b>1,500,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$580,513</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>	<b>\$1,600,000</b>	<b>0.00</b>	<b>\$1,600,000</b>	<b>0.00</b>	

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# CORE DECISION ITEM

Department: Secretary of State

Division: Elections

Core: Elections Public Notice

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	100,000	0	0	100,000 E
PSD	0	0	0	0
Total	100,000	0	0	100,000 E
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: None

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	100,000	0	0	100,000 E
PSD	0	0	0	0
Total	100,000	0	0	100,000 E
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

The Missouri Constitution and Revised statutes require the office of the Secretary of State to publish in local newspapers the full text of each statewide ballot measure to be voted on at an election. The expenditure of this requirement is dependent upon how many measures are placed on the ballot by initiative petition or by a joint resolution passed by the General Assembly and an "E" appropriation is necessary.

## 3. PROGRAM LISTING (list programs included in this core funding)

Elections Public Notice

# CORE DECISION ITEM

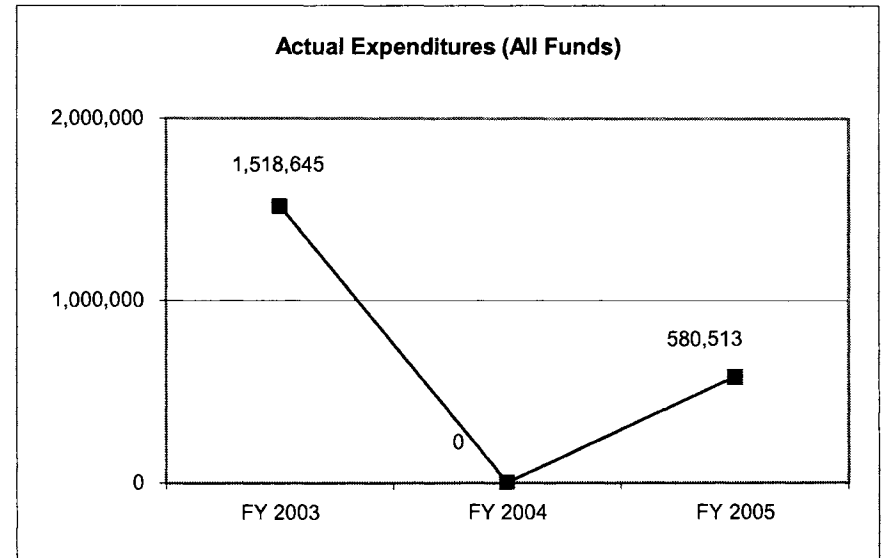
**Department:** Secretary of State

**Division:** Elections

**Core:** Elections Public Notice

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	1,607,196	100,000	1,600,000	100,000
Less Reverted (All Funds)	(38,000)	(3,000)	0	N/A
Budget Authority (All Funds)	1,569,196	97,000	1,600,000	N/A
Actual Expenditures (All Funds)	1,518,645	0	580,513	N/A
Unexpended (All Funds)	50,551	97,000	1,019,487	N/A
Unexpended, by Fund:				
General Revenue	50,551	97,000	1,019,487	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

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**CORE RECONCILIATION**

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**SECRETARY OF STATE****ELECTIONS PUBLIC NOTICE**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>	EE	0.00	100,000	0	0	100,000	
	<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	
<b>DEPARTMENT CORE REQUEST</b>	EE	0.00	100,000	0	0	100,000	
	<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>	EE	0.00	100,000	0	0	100,000	
	<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTIONS PUBLIC NOTICE</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	580,513	0.00	100,000	0.00	100,000	0.00	100,000	0.00
<b>TOTAL - EE</b>	<b>580,513</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$580,513</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$580,513</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Elections Public Notice

**1. What does this program do?**

This requirement provides for the publication in local newspapers the full text of statewide ballot measures.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Missouri Constitution, Article XII, Section 2b and 116.260 RSMo.

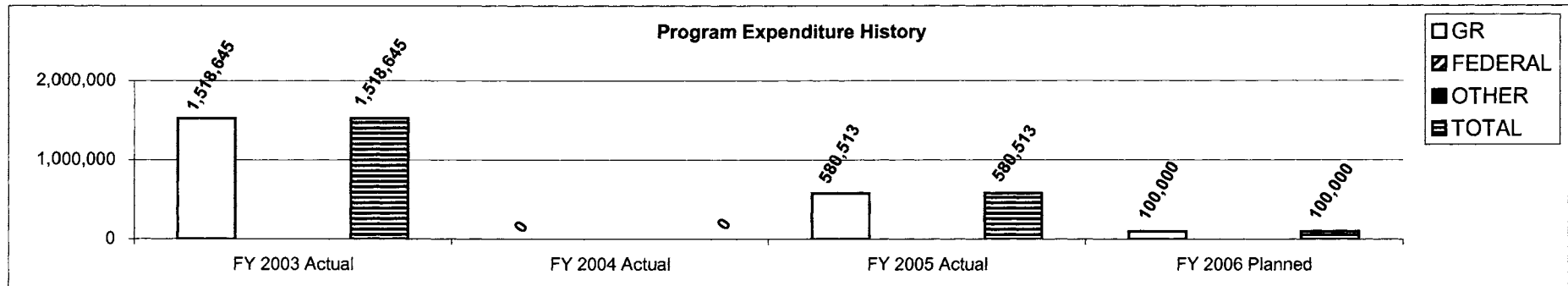
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

**7b. Provide an efficiency measure.**

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Elections Public Notice

**7c. Provide the number of clients/individuals served, if applicable.**

Citizens of the state of Missouri

**7d. Provide a customer satisfaction measure, if available.**

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department : Secretary of State</b>	<b>Budget Unit</b> _____
<b>Division: Elections</b>	
<b>DI Name: Elections Public Notice</b>	<b>DI#</b> _____

**1. AMOUNT OF REQUEST**

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	1,500,000	0	0	1,500,000 E
PSD	0	0	0	0
<b>Total</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>1,500,000 E</b>

FTE                      0.00              0.00              0.00              0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	1,500,000	0	0	1,500,000 E
PSD	0	0	0	0
<b>Total</b>	<b>1,500,000</b>	<b>0</b>	<b>0</b>	<b>1,500,000 E</b>

FTE                      0.00              0.00              0.00              0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

_____ New Legislation	_____ New Program	_____ Supplemental
_____ Federal Mandate	_____ Program Expansion	_____ Cost to Continue
_____ GR Pick-Up	_____ Space Request	_____ Equipment Replacement
_____ Pay Plan	<b>x</b> Other: <u>Increase to publish election notices in FY07</u>	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

Funds are requested to meet the statutory requirement to publish ballot measures in local newspapers. The number of ballot measures has increased over the last several election cycles. Additional funds are required to cover the cost of publishing the measures in local newspapers. This request will increase the open-ended appropriation to reflect anticipated expenditures during FY07. Funding provides Missouri voters with enhanced opportunity to vote by publishing the complete text of all proposed ballot measures in local newspapers, as required by section 116.260 RSMo. Voters are provided with the information to make informed voting choices.

It is not possible to predict the number of ballot issues in a given year. This request is for an estimated appropriation. This allows the timely payment of participating newspapers should there be more issues than anticipated. Over the years, the number of issues placed on the ballot has increased. This new decision item is necessary to have funds available to cover the costs of additional ballot questions.

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department :</b> Secretary of State	<b>Budget Unit</b> _____
<b>Division:</b> Elections	
<b>DI Name:</b> Elections Public Notice	<b>DI#</b> _____

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

This request is for an increase for this open-ended appropriation to reflect actual expenditures based on historical data. This will be a one-time increase for FY07.

FY2001 - \$1,207,251

FY2002 - \$ -0-

FY2003 - \$1,518,645

FY2004 - \$ -0-

FY2005 - \$1,019,487

BOBC 400 \$1,500,000 E

Total (One-time) General Revenue Fund (0101) \$1,500,000 E

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>
							0		
							0		
							0		
Professional Services	<u>1,500,000</u>						<u>1,500,000</u>		
<b>Total EE</b>	<u>1,500,000</u>		<u>0</u>		<u>0</u>		<u>1,500,000</u>		<u>0</u>
Program Distributions							0		
<b>Total PSD</b>	<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>		<u>0</u>
<b>Grand Total</b>	<u>1,500,000</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>0</u>	<u>0.0</u>	<u>1,500,000</u>	<u>0.0</u>	<u>0</u>



NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department : Secretary of State			Budget Unit _____						
Division: Elections									
DI Name: Elections Public Notice		DI# _____							
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
Professional Services	1,500,000						1,500,000		
<b>Total EE</b>	1,500,000		0		0		1,500,000		0
Program Distributions							0		
<b>Total PSD</b>	0		0		0		0		0
<b>Grand Total</b>	1,500,000	0.0	0	0.0	0	0.0	1,500,000	0.0	0

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department : Secretary of State  
Division: Elections  
DI Name: Elections Public Notice DI#

Budget Unit \_\_\_\_\_

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Ballot measures will be published in a timely manner as required by state statute.

**6b. Provide an efficiency measure.**

Statewide ballot issues will be distributed and published in local newspapers as required by state law.

**6c. Provide the number of clients/individuals served, if applicable.**

**6d. Provide a customer satisfaction measure, if available.**

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department : Secretary of State	Budget Unit
Division: Elections	
DI Name: Elections Public Notice	DI#

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

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# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTIONS PUBLIC NOTICE</b>								
<b>Initiative Petition Publishing - 1231008</b>								
PROFESSIONAL SERVICES	0	0.00	0	0.00	1,500,000	0.00	1,500,000	0.00
TOTAL - EE	0	0.00	0	0.00	1,500,000	0.00	1,500,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$1,500,000</b>	<b>0.00</b>	<b>\$1,500,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$1,500,000	0.00	\$1,500,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>ABSENTEE BALLOTS</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00	
TOTAL - EE	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00	
PROGRAM-SPECIFIC									
GENERAL REVENUE	71,630	0.00	49,000	0.00	49,000	0.00	49,000	0.00	
TOTAL - PD	71,630	0.00	49,000	0.00	49,000	0.00	49,000	0.00	
<b>TOTAL</b>	<b>71,630</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	<b>50,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$71,630</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	

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# CORE DECISION ITEM

Department: Secretary of State

Division: Elections

Core: Absentee Ballots

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	1,000	0	0	1,000
PSD	49,000	0	0	49,000
Total	50,000	0	0	50,000
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: None

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	1,000	0	0	1,000
PSD	49,000	0	0	49,000
Total	50,000	0	0	50,000
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

This core is to allow the Elections Division to pay election authorities the costs for using business reply permit on absentee envelopes returned by voters in accordance with 115.285 RSMo. The Secretary of State's office reimburses counties for these expenses so voters are not required to pay postage for returning an absentee ballot through the mail.

## 3. PROGRAM LISTING (list programs included in this core funding)

Absentee Ballots

# CORE DECISION ITEM

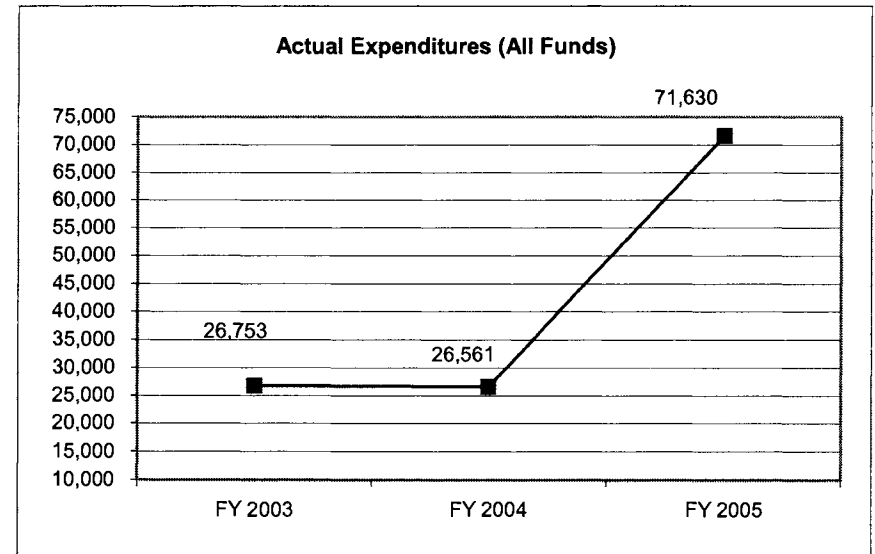
**Department:** Secretary of State

**Division:** Elections

**Core:** Absentee Ballots

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	50,000	50,000	65,000	50,000
Less Reverted (All Funds)	(21,561)	(1,500)	0	N/A
Budget Authority (All Funds)	28,439	48,500	65,000	N/A
Actual Expenditures (All Funds)	26,753	26,561	71,630	N/A
Unexpended (All Funds)	1,686	21,939	(6,630)	N/A
Unexpended, by Fund:				
General Revenue	1,686	21,939	21,939	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

Reverted funds were voluntary withhold due to State revenue shortfall.

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**CORE RECONCILIATION**

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**SECRETARY OF STATE****ABSENTEE BALLOTS**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<hr/>							
<b>TAFP AFTER VETOES</b>							
	EE	0.00	1,000	0	0	1,000	
	PD	0.00	49,000	0	0	49,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<hr/>							
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	1,000	0	0	1,000	
	PD	0.00	49,000	0	0	49,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<hr/>							
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	1,000	0	0	1,000	
	PD	0.00	49,000	0	0	49,000	
	<b>Total</b>	<b>0.00</b>	<b>50,000</b>	<b>0</b>	<b>0</b>	<b>50,000</b>	
<hr/>							



# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ABSENTEE BALLOTS</b>								
<b>CORE</b>								
SUPPLIES	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00
TOTAL - EE	0	0.00	1,000	0.00	1,000	0.00	1,000	0.00
PROGRAM DISTRIBUTIONS	71,630	0.00	49,000	0.00	49,000	0.00	49,000	0.00
TOTAL - PD	71,630	0.00	49,000	0.00	49,000	0.00	49,000	0.00
<b>GRAND TOTAL</b>	<b>\$71,630</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>	<b>\$50,000</b>	<b>0.00</b>
GENERAL REVENUE	\$71,630	0.00	\$50,000	0.00	\$50,000	0.00	\$50,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Absentee Ballots

**1. What does this program do?**

This program allows for voters to return their absentee ballots to their local election authority at no expense to the voter. The local election authority prints a business reply permit on absentee envelopes. The Secretary of State, through this appropriation, reimburses the local election authority for the expenses incurred.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

115.285 RSMo

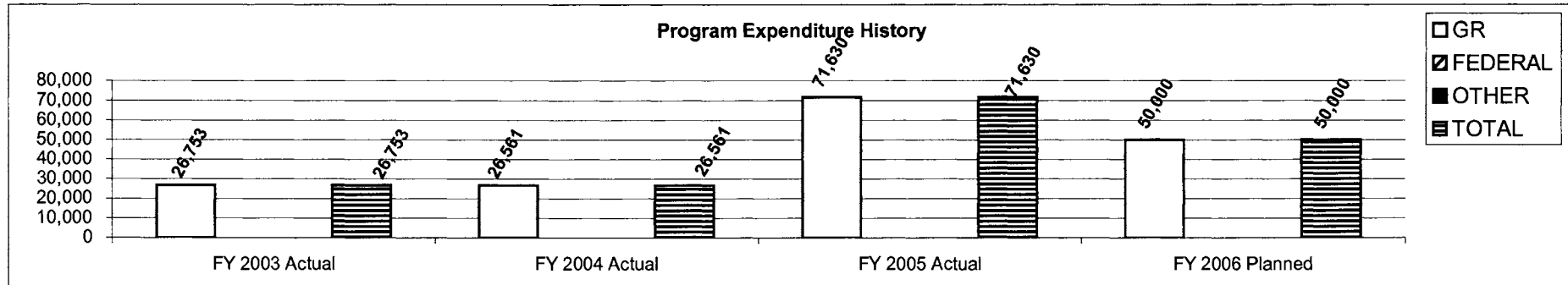
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

None

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Absentee Ballots

**7a. Provide an effectiveness measure.**

Since the enactment of this law in 1999, voters incur no expense to vote absentee by mail.

**7b. Provide an efficiency measure.**

**7c. Provide the number of clients/individuals served, if applicable.**

116 local election authorities and thousands of absentee voters.

**7d. Provide a customer satisfaction measure, if available.**

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>ELECTION PRINTING</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	19,980	0.00	21,395	0.00	21,395	0.00	21,395	0.00	
TOTAL - EE	19,980	0.00	21,395	0.00	21,395	0.00	21,395	0.00	
<b>TOTAL</b>	<b>19,980</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$19,980</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	

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# CORE DECISION ITEM

Department: Secretary of State

Division: Elections

Core: Elections Printing

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	21,395	0	0	21,395
PSD	0	0	0	0
Total	21,395	0	0	21,395
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: None

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	21,395	0	0	21,395
PSD	0	0	0	0
Total	21,395	0	0	21,395
FTE	0.00	0.00	0.00	0.00

Est. Fringe	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

Elections Printing Core allows the Elections Division to print provisional ballot envelopes and provide them to local election authorities for use in elections that included federal candidates and elections that include statewide candidates and/or issues as required by 115.430, RSMo. The Elections Division is required to print and provide postcard voter registration applications in accordance with the National Voter Registration Act of 1993, the 1998 Amendments to the Higher Education Act and the Help America Vote Act of 2002.

## 3. PROGRAM LISTING (list programs included in this core funding)

Elections Printing

# CORE DECISION ITEM

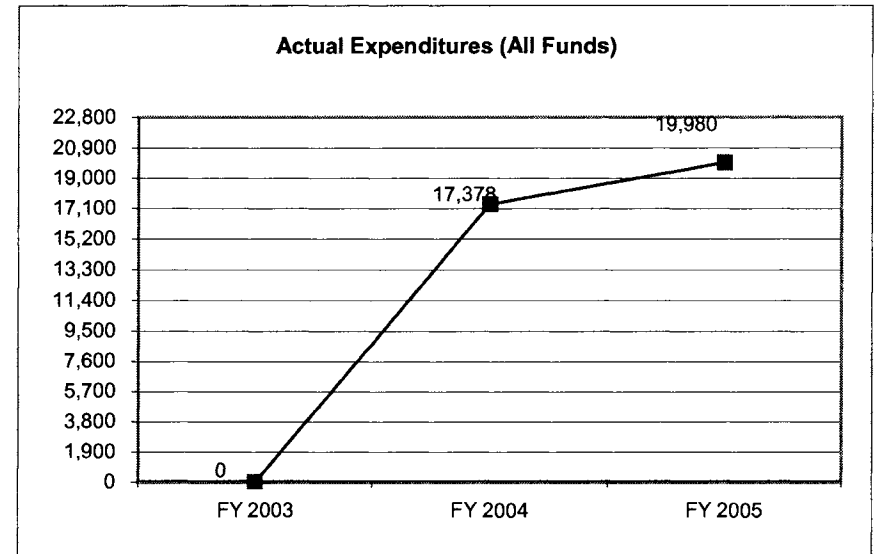
**Department:** Secretary of State

**Division:** Elections

**Core:** Elections Printing

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	0	21,395	21,395	21,395
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	0	21,395	21,395	N/A
Actual Expenditures (All Funds)	0	17,378	19,980	N/A
Unexpended (All Funds)	0	4,017	1,415	N/A
Unexpended, by Fund:				
General Revenue	0	4,017	1,415	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

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**CORE RECONCILIATION**

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SECRETARY OF STATE  
ELECTION PRINTING

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	EE	0.00	21,395	0	0	21,395	
	<b>Total</b>	<b>0.00</b>	<b>21,395</b>	<b>0</b>	<b>0</b>	<b>21,395</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	21,395	0	0	21,395	
	<b>Total</b>	<b>0.00</b>	<b>21,395</b>	<b>0</b>	<b>0</b>	<b>21,395</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	21,395	0	0	21,395	
	<b>Total</b>	<b>0.00</b>	<b>21,395</b>	<b>0</b>	<b>0</b>	<b>21,395</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTION PRINTING</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	19,980	0.00	21,395	0.00	21,395	0.00	21,395	0.00
<b>TOTAL - EE</b>	<b>19,980</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>	<b>21,395</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$19,980</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$19,980</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>	<b>\$21,395</b>	<b>0.00</b>
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Elections Printing

**1. What does this program do?**

This program provides for the office of the Secretary of State to print provisional ballot envelopes and the postcard voter registration applications as required by statute.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

115.430, RSMo; The National Voter Registration Act of 1993; the 1998 amendments to the Higher Education Act

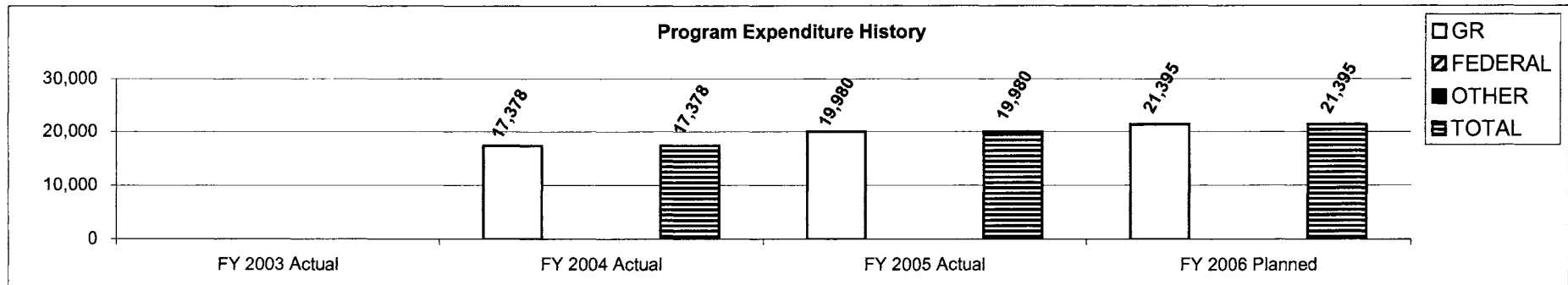
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

The National Voter Registration Act requires states to provide postcard voter registration applications to anyone that requests them from our office.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

None

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Elections Printing

**7a. Provide an effectiveness measure.**

In 2003, 263 requests for postcard voter registration applications were filled. In 2004, 860 requests have been filled.  
For the 2006 election cycle, we expect the number of requests for postcard voter registration applications to approach the 2004 number.

**7b. Provide an efficiency measure.**

An adequate supply of postcard voter registration applications are available from our office to fulfill a request the same day or within twenty-four hours.

**7c. Provide the number of clients/individuals served, if applicable.**

116 local election authorities; 860 requests for voter registration postcards.

**7d. Provide a customer satisfaction measure, if available.**

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>FEDERAL ELECTION REFORM</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
ELECTION ADMIN IMPROVEMENT	4,349,740	0.00	3,749,990	0.00	3,749,990	0.00	3,749,990	0.00	
ELECTION IMPROV REVOLVING LOAN	232,185	0.00	0	0.00	0	0.00	0	0.00	
TOTAL - EE	4,581,925	0.00	3,749,990	0.00	3,749,990	0.00	3,749,990	0.00	
PROGRAM-SPECIFIC									
ELECTION ADMIN IMPROVEMENT	5,852,626	0.00	62,086,012	0.00	24,378,805	0.00	24,378,805	0.00	
ELECTION IMPROV REVOLVING LOAN	0	0.00	396,185	0.00	396,185	0.00	396,185	0.00	
TOTAL - PD	5,852,626	0.00	62,482,197	0.00	24,774,990	0.00	24,774,990	0.00	
<b>TOTAL</b>	<b>10,434,551</b>	<b>0.00</b>	<b>66,232,187</b>	<b>0.00</b>	<b>28,524,980</b>	<b>0.00</b>	<b>28,524,980</b>	<b>0.00</b>	
<b>Elections Transaction Costs - 1231006</b>									
PROGRAM-SPECIFIC									
ELECTION ADMIN IMPROVEMENT	0	0.00	0	0.00	350,000	0.00	350,000	0.00	
TOTAL - PD	0	0.00	0	0.00	350,000	0.00	350,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>350,000</b>	<b>0.00</b>	<b>350,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$10,434,551</b>	<b>0.00</b>	<b>\$66,232,187</b>	<b>0.00</b>	<b>\$28,874,980</b>	<b>0.00</b>	<b>\$28,874,980</b>	<b>0.00</b>	

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# CORE DECISION ITEM

**Department:** Secretary of State

**Division:** Elections

**Core:** Federal Election Reform

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	3,749,990	0	3,749,990 E
PSD	0	24,774,990	0	24,774,990 E
Total	0	28,524,980	0	28,524,980 E
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

Election Administration Improvement Fund (HAVA) (0157)

Election Improvement Involving Loan Fund (HHS) (0158)

## 2. CORE DESCRIPTION

This program provides federal funds to states to improve the administration of elections. This includes updating voting equipment, improving access of the elections process to those with disabilities, updating a statewide voter registration database with access by all local election authorities, and creating voter education and poll worker training programs. Federal funds have been received under the auspices of the Federal Assistance Commission. Interest has accrued. A transfer from the Special Elections subsidy fund is made annually that provides for matching funds and support of Help America Vote Act activities.

## 3. PROGRAM LISTING (list programs included in this core funding)

Federal Election Reform

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	3,749,990	0	3,749,990 E
PSD	0	24,774,990	0	24,774,990 E
Total	0	28,524,980	0	28,524,980 E
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

# CORE DECISION ITEM

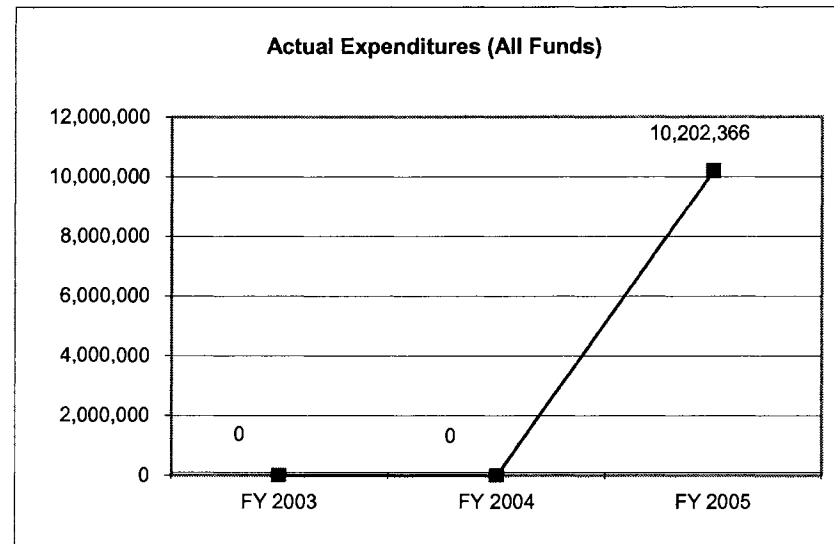
**Department:** Secretary of State

**Division:** Elections

**Core:** Federal Election Reform

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	0	12,363,078	62,719,963	63,116,148
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	0	12,363,078	62,719,963	N/A
Actual Expenditures (All Funds)	0	0	10,202,366	N/A
Unexpended (All Funds)	0	12,363,078	52,517,597	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	12,363,078	52,517,597	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

Reverted funds, if applicable, were voluntarily withheld due to State revenue shortfall.

This "E" appropriation was increased as funds were received.

**CORE RECONCILIATION**

**SECRETARY OF STATE**  
**FEDERAL ELECTION REFORM**

**5. CORE RECONCILIATION**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	3,749,990	0	3,749,990	
	PD	0.00	0	62,482,197	0	62,482,197	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>66,232,187</b>	<b>0</b>	<b>66,232,187</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reduction	[#2924] PD	0.00	0	(37,707,207)	0	(37,707,207)	
<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>(37,707,207)</b>	<b>0</b>	<b>(37,707,207)</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	3,749,990	0	3,749,990	
	PD	0.00	0	24,774,990	0	24,774,990	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>28,524,980</b>	<b>0</b>	<b>28,524,980</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	3,749,990	0	3,749,990	
	PD	0.00	0	24,774,990	0	24,774,990	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>28,524,980</b>	<b>0</b>	<b>28,524,980</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL ELECTION REFORM</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	17,522	0.00	250	0.00	250	0.00	250	0.00
TRAVEL, OUT-OF-STATE	1,327	0.00	0	0.00	0	0.00	0	0.00
SUPPLIES	4,699	0.00	0	0.00	0	0.00	0	0.00
PROFESSIONAL DEVELOPMENT	5,000	0.00	0	0.00	0	0.00	0	0.00
COMMUNICATION SERV & SUPP	19,035	0.00	500	0.00	500	0.00	500	0.00
PROFESSIONAL SERVICES	1,978,536	0.00	1,249,000	0.00	1,249,000	0.00	1,249,000	0.00
M&R SERVICES	210,764	0.00	0	0.00	0	0.00	0	0.00
COMPUTER EQUIPMENT	2,142,219	0.00	2,500,000	0.00	2,500,000	0.00	2,500,000	0.00
PROPERTY & IMPROVEMENTS	201,601	0.00	0	0.00	0	0.00	0	0.00
MISCELLANEOUS EXPENSES	1,222	0.00	240	0.00	240	0.00	240	0.00
<b>TOTAL - EE</b>	<b>4,581,925</b>	<b>0.00</b>	<b>3,749,990</b>	<b>0.00</b>	<b>3,749,990</b>	<b>0.00</b>	<b>3,749,990</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	5,852,626	0.00	62,482,197	0.00	24,774,990	0.00	24,774,990	0.00
<b>TOTAL - PD</b>	<b>5,852,626</b>	<b>0.00</b>	<b>62,482,197</b>	<b>0.00</b>	<b>24,774,990</b>	<b>0.00</b>	<b>24,774,990</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$10,434,551</b>	<b>0.00</b>	<b>\$66,232,187</b>	<b>0.00</b>	<b>\$28,524,980</b>	<b>0.00</b>	<b>\$28,524,980</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$10,434,551</b>	<b>0.00</b>	<b>\$66,232,187</b>	<b>0.00</b>	<b>\$28,524,980</b>	<b>0.00</b>	<b>\$28,524,980</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Federal Election Reform

**1. What does this program do?**

The Help America Vote Act of 2002, passed by the United States Congress, provides federal funds to states to improve the administration of elections. This includes updating voting equipment, improving access of the elections process to those with disabilities, updating a statewide voter registration database with access by all local election authorities, and creating voter education and poll worker training programs.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Help America Vote Act of 2002 and HB 511(2003)

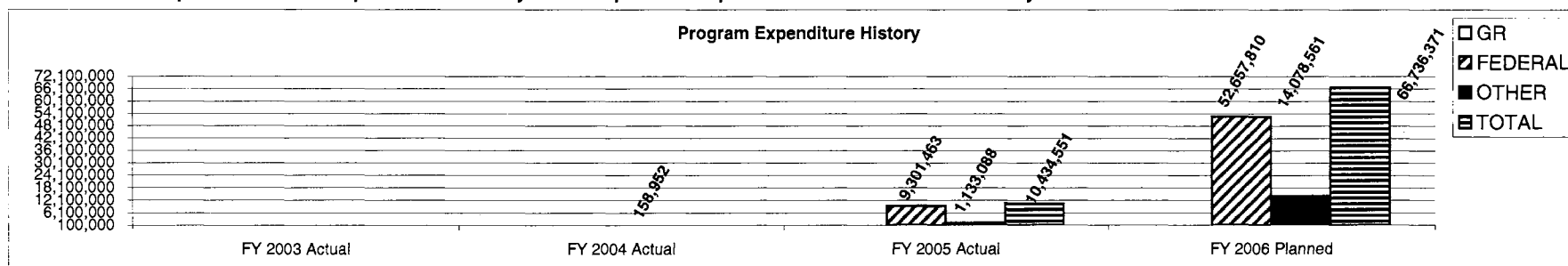
**3. Are there federal matching requirements? If yes, please explain.**

Federal law requires that Missouri maintain expenditures for the Elections Division of the Office of Secretary of State at the same level or greater than for the state fiscal year ending June 30, 2000. We are also required to provide a 5% match to federal funds received.

**4. Is this a federally mandated program? If yes, please explain.**

Yes, it is mandated by the Help America Vote Act, passed by Congress in 2002.

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other" funds?**

Election Administration Improvement Fund (HAVA) (0157)

Election Improvement Revolving Loan Fund (HHS) (0158)

**7a. Provide an effectiveness measure.**

As required by HAVA, a 59 member committee developed Missouri's State Plan, setting forth the goals for Missouri and the guidelines to follow to ensure compliance with the federal law. The State Plan provides for the distribution and monitoring of federal funds, voter education, and poll worker training, voting system guidelines, performance measures, complaint procedures and other HAVA activities.



**PROGRAM DESCRIPTION**

**Department:** Secretary of State

**Program Name:** Elections

**Program is found in the following core budget(s):** Federal Election Reform

**7b. Provide an efficiency measure.**

Missouri's State Plan gives performance goals, measures, outcomes, criteria used to measure performance and a timetable for implementation in the following areas: statewide voter registration database, equipment accessibility for individuals with disabilities, voter education, election official education and training and poll worker training.

**7c. Provide the number of clients/individuals served, if applicable.**

116 election authorities and thousands of Missouri voters.

**7d. Provide a customer satisfaction measure, if available.**

The Secretary of State's office is working to meet the mandates of the Help America Vote Act. The implementation of a statewide voter registration database accessible to all election authorities is well under way, election judges have been trained to comply with HAVA regulations, equipment demonstrations have been held with certification pending federal standards and new voter education posters have been created to inform Missouri voters about their rights and responsibilities. Although complaint procedures have been put in place, no voter complaints have been received.

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department:</b> Secretary of State	<b>Budget Unit</b> _____
<b>Division:</b> Elections transactions costs	
<b>DI Name:</b> Transaction costs	<b>DI#</b> _____

**1. AMOUNT OF REQUEST**

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	350,000	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>0</b>
<hr/>				
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

FY 2007 Governor's Recommendation				
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	350,000	350,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>350,000</b>	<b>350,000</b>
<hr/>				
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input type="checkbox"/> New Program	<input type="checkbox"/> Supplemental
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input checked="" type="checkbox"/> Other: <u>Reinstitute statutory program</u>	

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department:</b> Secretary of State	<b>Budget Unit</b> _____
<b>Division:</b> Elections transactions costs	
<b>DI Name:</b> Transaction costs	<b>DI#</b> _____

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

Section 115.158, RSMo requires that the state establish a centralized, interactive computerized statewide voter registration list. That section and 115.157, RSMo identify all of the data elements that must be included in the database and requires that the state's local election authorities keep the necessary information current. The need for such a centralized voting system was first established by the National Voter Registration Act passed by the federal government in 1993. In response Missouri passed SB 635 (1994) and established a statewide voter registration database that went into operation in 1996. The section was updated by HB 511 (2003) to further specify the requirements included in the federal Help America Vote Act (HAVA) passed in 2002.

The requirements on state and local election authorities reflect unfunded mandates from the federal government. Local election authorities must input data, provide voter education, and upgrade voting equipment and procedures. The federal funding provided by HAVA did not cover the implementation costs of the act nor the ongoing costs that will have to be borne by local election authorities. The state has not provided any assistance for these ongoing costs other than through the elections transactions funding which has not been funded in recent years. The local election authorities need an ongoing revenue source to assist them with these costs.

Payments for elections transactions costs authorized in Section 115.065, RSMo were made in FY 2001 (\$670,880) and FY 2002 (\$230,990) but were abandoned thereafter due to the state's budgetary situation. Based on estimates of elections transactions for FY 2003 to FY 2006 the local election authorities have lost about \$1.5 million in payments that should have been made for those years.

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

In FY 2001 the office of the Secretary of State, the Office of Administration, and local election authorities met to establish the framework for elections transaction payments. Six voter registration transactions were deemed to be significant events that required payment. These transactions include: adding a new registrant, moving a registrant within the state, moving a registrant into the state from another state, updating and changing such transactions, deleting registrants, and adding new voting history records.

A payment of 10 cents per transaction was established. The number of elections transactions varies from year to year based on the national election cycle with a peak during presidential election years. The last non-presidential election year for which full-year data is available was FY 2004 during which 3.2 million elections transactions were performed by local election authorities. Assuming modest growth of 2.5 percent over the three fiscal years between FY 2004 and FY 2007 in the number of transactions we estimate that about 3.5 million elections transactions will be processed by local election authorities in FY 2007. At 10 cents per transaction a payment of \$350,000 should be made to local election authorities.

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Secretary of State	Budget Unit _____
Division: Elections transactions costs	
DI Name: Transaction costs	DI# _____

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0		0		0		0		0
Program Distributions					350,000				
Total PSD	0		0		350,000		0		0
Grand Total	0	0.0	0	0.0	350,000	0.0	0	0.0	0

Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
Total EE	0		0		0		0		0
Program Distributions					350,000		350,000		
Total PSD	0		0		350,000		350,000		0
Grand Total	0	0.0	0	0.0	350,000	0.0	350,000	0.0	0

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Secretary of State  
Division: Elections transactions costs  
DI Name: Transaction costs DI#

Budget Unit \_\_\_\_\_

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Number of election authorities processing in real time 116

**6b. Provide an efficiency measure.**

About 3.5 million elections transactions will be processed in real-time by local elections authorities

**6c. Provide the number of clients/individuals served, if applicable.**

# of registered voters in Missouri 4,194,146 in 2004

**6d. Provide a customer satisfaction measure, if available.**

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Secretary of State	Budget Unit
Division: Elections transactions costs	
DI Name: Transaction costs	DI#

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Ensure sufficient financial support to local election authorities to enable them to meet the requirements of the National Voter Registration Act, the Help America Vote Act and the requirements thereof.

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL ELECTION REFORM</b>								
<b>Elections Transaction Costs - 1231006</b>								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	350,000	0.00	350,000	0.00
TOTAL - PD	0	0.00	0	0.00	350,000	0.00	350,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$350,000</b>	<b>0.00</b>	<b>\$350,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$350,000	0.00	\$350,000	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>ELECTION COSTS TRANSFER</b>									
<b>CORE</b>									
FUND TRANSFERS									
GENERAL REVENUE	0	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00	
TOTAL - TRF	0	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23154C
<b>Division</b>	Elections		
<b>Core -</b>	Election Costs Transfer		

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	4,284,000	4,284,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	<b>4,284,000</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	4,284,000	4,284,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	<b>4,284,000</b>
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

The State must pay proportional costs for special elections of two or more political subdivisions. The Secretary of State will transfer from general revenue to the state election subsidy fund an amount not less than that expended in FY2000, which was \$4,284,000. Amounts not used at the end of the fiscal year are transferred to the election administration improvements fund.

## 3. PROGRAM LISTING (list programs included in this core funding)

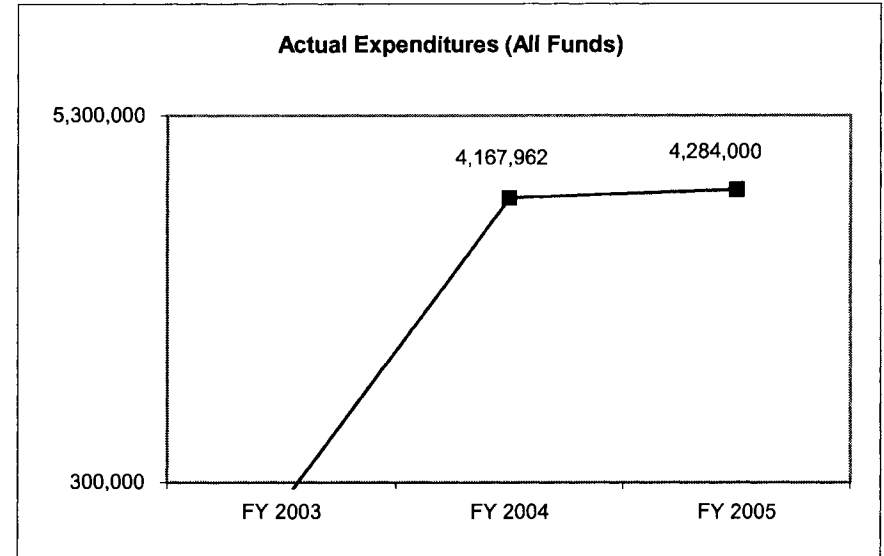
Special election costs

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23154C
<b>Division</b>	Elections		
<b>Core -</b>	Election Costs Transfer		

**4. FINANCIAL HISTORY**

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	400,001	4,296,000	4,284,000	4,284,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	400,001	4,296,000	4,284,000	N/A
Actual Expenditures (All Funds)	0	4,167,962	4,284,000	N/A
Unexpended (All Funds)	400,001	128,038	0	N/A
Unexpended, by Fund:				
General Revenue	400,001	128,038	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

There were no special elections called in FY2003. In FY2004, there were three special elections and the presidential primary. In FY2005, there were three special elections called. Transfers to the Elections Administration Improvements Fund were made in FY2004 and FY2005.

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**CORE RECONCILIATION**

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**SECRETARY OF STATE**  
**ELECTION COSTS TRANSFER**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	TRF	0.00	4,284,000	0	0	4,284,000	
	<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	TRF	0.00	4,284,000	0	0	4,284,000	
	<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	TRF	0.00	4,284,000	0	0	4,284,000	
	<b>Total</b>	<b>0.00</b>	<b>4,284,000</b>	<b>0</b>	<b>0</b>	<b>4,284,000</b>	

**DECISION ITEM DETAIL**

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTION COSTS TRANSFER</b>								
<b>CORE</b>								
FUND TRANSFERS	0	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
TOTAL - TRF	0	0.00	4,284,000	0.00	4,284,000	0.00	4,284,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>	<b>\$4,284,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$4,284,000	0.00	\$4,284,000	0.00	\$4,284,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer

**Program is found in the following core budget(s):** Elections

**1. What does this program do?**

The State must pay proportional costs for special elections of two or more political subdivisions. The number of special elections in each fiscal year is unknown. The Secretary of State must transfer from general revenue to the state election subsidy an amount not less than that expended in FY2000, which was \$4,284,000. Amounts not used for special elections at the end of the fiscal year are transferred to the election administration improvements fund.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Sections 115.077 and 115.063, RSMo

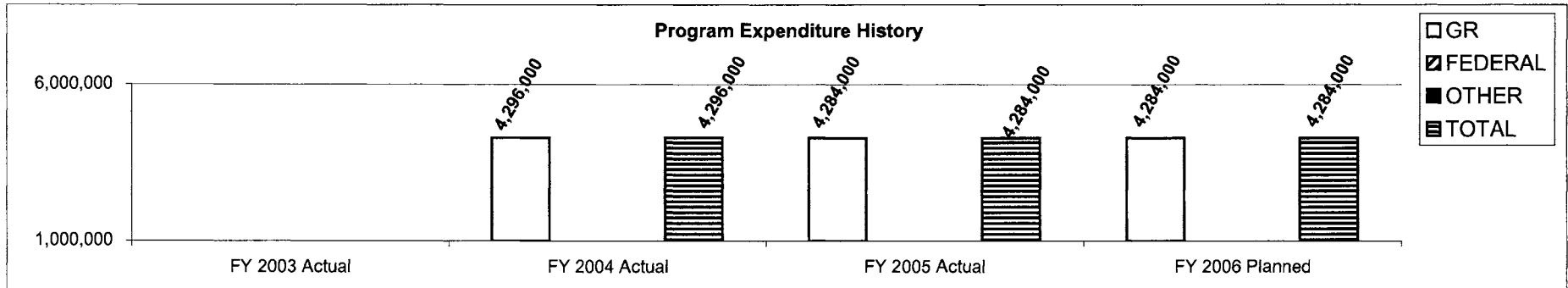
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer

**Program is found in the following core budget(s):** Elections

**7a. Provide an effectiveness measure.**

Compliance with statutes.

**7b. Provide an efficiency measure.**

Cost to comply is less than .01 FTE

In FY05, checks to counties were mailed within 7 days of submitted requests

**7c. Provide the number of clients/individuals served, if applicable.**

Potentially, 116 election jurisdictions

**7d. Provide a customer satisfaction measure, if available.**

N/A

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>									
<b>CORE</b>									
PROGRAM-SPECIFIC									
STATE ELECTIONS SUBSIDY	0	0.00	400,000	0.00	400,000	0.00	400,000	0.00	
TOTAL - PD	0	0.00	400,000	0.00	400,000	0.00	400,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	

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# CORE DECISION ITEM

Department	Secretary of State	Budget Unit	23154C
Division	Elections		
Core -	Special Election Costs		

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000 E
Total	0	0	400,000	400,000
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000 E
Total	0	0	400,000	400,000
FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

The State must pay proportional costs for special elections of two or more political subdivisions. The number of special elections to be called in a fiscal year is unknown.

## 3. PROGRAM LISTING (list programs included in this core funding)

Special election costs

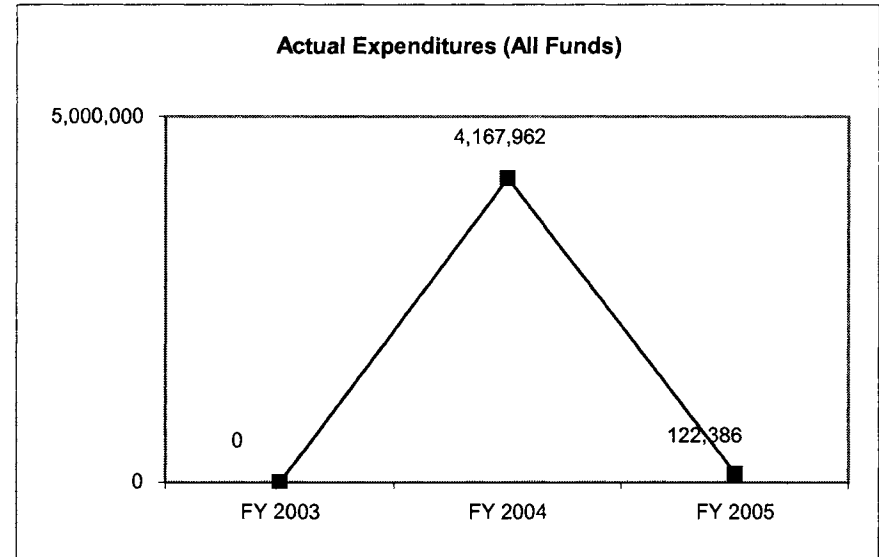


# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23154C
<b>Division</b>	Elections		
<b>Core -</b>	Special Election Costs		

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	400,001	4,296,000	400,000	400,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	400,001	4,296,000	400,000	N/A
Actual Expenditures (All Funds)	0	4,167,962	122,386	N/A
Unexpended (All Funds)	400,001	128,038	277,614	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	400,001	128,038	277,614	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:

There were no special elections called in FY2003. In FY2004, there were three special elections and the presidential primary. In FY2005, there were three special elections called.

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**CORE RECONCILIATION**

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**SECRETARY OF STATE**  
**SPECIAL ELECTION & OTHER COSTS**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>SPECIAL ELECTION &amp; OTHER COSTS</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	0	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	0	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Special Election Costs

**Program is found in the following core budget(s):** Elections

**1. What does this program do?**

The State must pay proportional costs for special elections of two or more political subdivisions. The number of special elections to be called in a fiscal year is unknown.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 115.063, RSMo

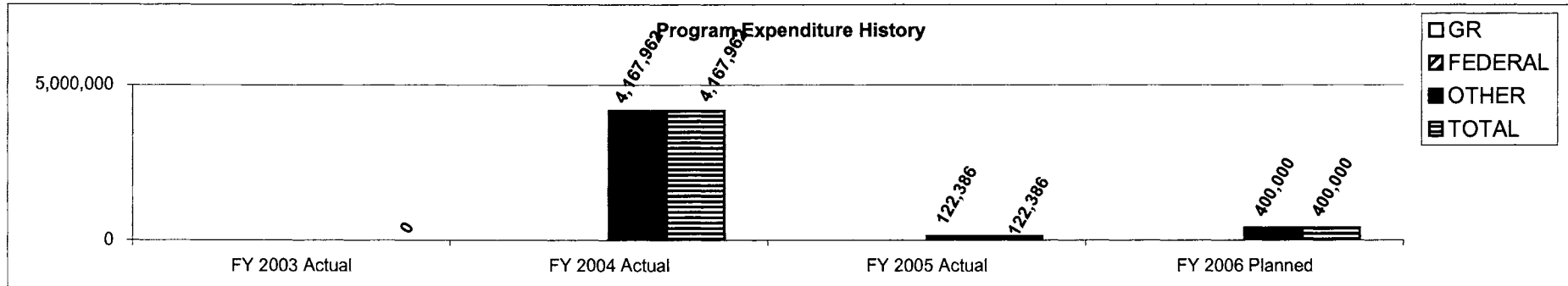
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Special Election Costs

**Program is found in the following core budget(s):** Elections

**7a. Provide an effectiveness measure.**

Compliance with statutes.

**7b. Provide an efficiency measure.**

Cost to comply is less than .01 FTE

In FY05, checks to counties were mailed within 7 days of submitted requests

**7c. Provide the number of clients/individuals served, if applicable.**

Potentially, 116 election jurisdictions

**7d. Provide a customer satisfaction measure, if available.**

N/A

# DECISION ITEM SUMMARY

Budget Unit								
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>ELECTION ADMIN IMPROVE TRF</b>								
<b>CORE</b>								
FUND TRANSFERS								
STATE ELECTIONS SUBSIDY	0	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00
TOTAL - TRF	0	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>3,784,000</b>	<b>0.00</b>	<b>3,784,000</b>	<b>0.00</b>	<b>3,784,000</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$3,784,000</b>	<b>0.00</b>	<b>\$3,784,000</b>	<b>0.00</b>	<b>\$3,784,000</b>	<b>0.00</b>

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23154C
<b>Division</b>	Elections		
<b>Core -</b>	Election Administration Improvement Transfer		

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	3,784,000	3,784,000 E
<b>Total</b>	<b>0</b>	<b>0</b>	<b>3,784,000</b>	<b>3,784,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	3,784,000	3,784,000 E
<b>Total</b>	<b>0</b>	<b>0</b>	<b>3,784,000</b>	<b>3,784,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

The State must pay proportional costs for special elections of two or more political subdivisions. The Secretary of State will transfer the unexpended amount of the state election subsidy fund to the election administration improvements fund. The number of special elections to be called in a fiscal year is unknown. Special election costs are transferred from general revenue to the state election subsidy fund in an amount not less than the amount expended in the fiscal year that ended June 30, 2000. That amount is \$4,284,000. At the end of each fiscal year, any amounts in the state election subsidy fund not expended or obligated to meet the state's obligations for special elections is transferred to the election administration improvement fund.

## 3. PROGRAM LISTING (list programs included in this core funding)

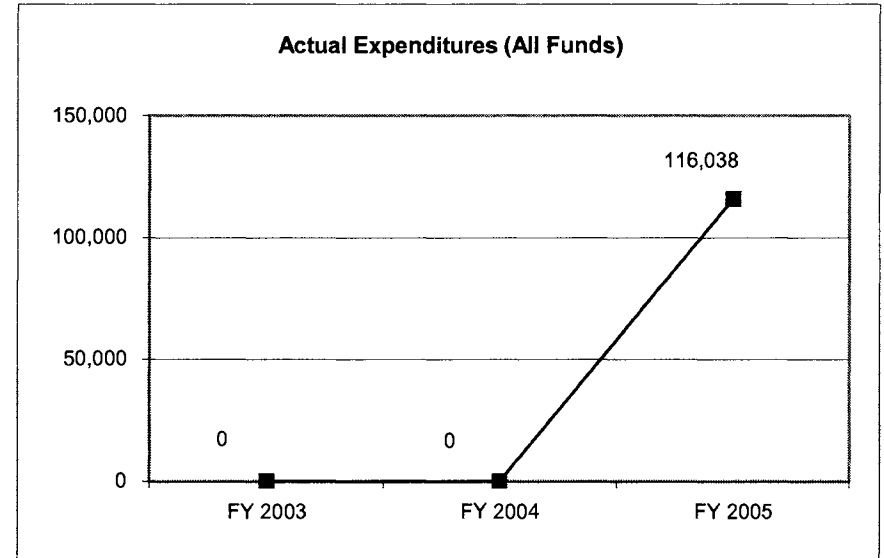
Special Elections

### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23154C
<b>Division</b>	Elections		
<b>Core -</b>	Election Administration Improvement Transfer		

#### 4. FINANCIAL HISTORY

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	0	0	3,784,000	3,784,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	0	0	3,784,000	N/A
Actual Expenditures (All Funds)	0	0	116,038	N/A
Unexpended (All Funds)	0	0	3,667,962	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	3,667,962	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

#### NOTES:

There were no special elections called in FY2003. In FY2004, there were three special elections and the presidential primary. In FY2005, there were three special elections called.



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**CORE RECONCILIATION**

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**SECRETARY OF STATE**  
**ELECTION ADMIN IMPROVE TRF**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	TRF	0.00	0	0	3,784,000	3,784,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>3,784,000</b>	<b>3,784,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	TRF	0.00	0	0	3,784,000	3,784,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>3,784,000</b>	<b>3,784,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	TRF	0.00	0	0	3,784,000	3,784,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>3,784,000</b>	<b>3,784,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
ELECTION ADMIN IMPROVE TRF								
CORE								
FUND TRANSFERS	0	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00
TOTAL - TRF	0	0.00	3,784,000	0.00	3,784,000	0.00	3,784,000	0.00
GRAND TOTAL	\$0	0.00	\$3,784,000	0.00	\$3,784,000	0.00	\$3,784,000	0.00
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$3,784,000	0.00	\$3,784,000	0.00	\$3,784,000	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer to Elections Administration Improvement Fund

**Program is found in the following core budget(s):** Elections

**1. What does this program do?**

The State must pay proportional costs for special elections of two or more political subdivisions. The Secretary of State will transfer the unexpended amount of the state election subsidy fund to the election administration improvements fund. The number of special elections in each fiscal year is unknown. Special election costs are transferred from general revenue to the state election subsidy fund in an amount not less than the amount expended in the fiscal year that ended June 30, 2000, which was \$4,284,000.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Section 115.077.5, RSMo

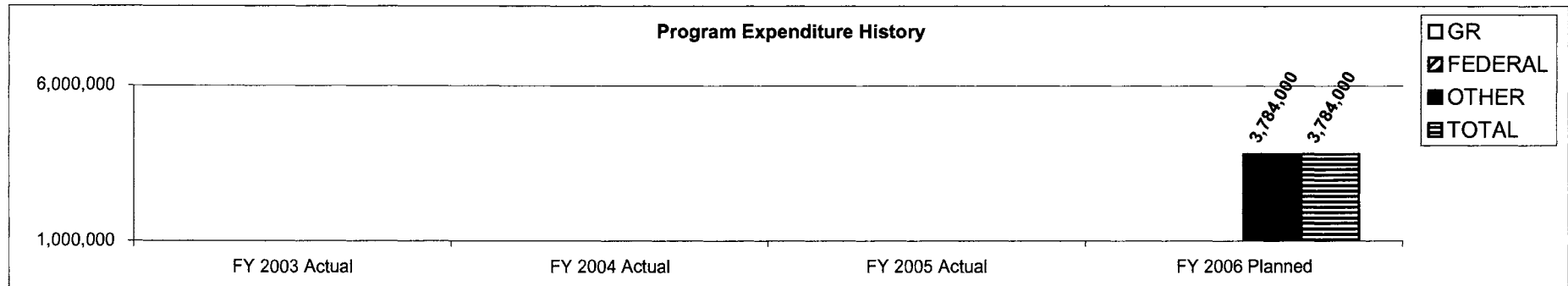
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Election Costs Transfer to Elections Administration Improvement Fund

**Program is found in the following core budget(s):** Elections

**7a. Provide an effectiveness measure.**

Compliance with statutes.

Provides support for Help America Vote Act activities.

**7b. Provide an efficiency measure.**

N/A

**7c. Provide the number of clients/individuals served, if applicable.**

N/A

**7d. Provide a customer satisfaction measure, if available.**

N/A



# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>FEDERAL GRANTS</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
SECRETARY OF STATE RECORDS-FED	18,013	0.00	0	0.00	2,914	0.00	2,914	0.00	
TOTAL - EE	18,013	0.00	0	0.00	2,914	0.00	2,914	0.00	
PROGRAM-SPECIFIC									
SECRETARY OF STATE RECORDS-FED	97,334	0.00	42,000	0.00	12,086	0.00	12,086	0.00	
TOTAL - PD	97,334	0.00	42,000	0.00	12,086	0.00	12,086	0.00	
<b>TOTAL</b>	<b>115,347</b>	<b>0.00</b>	<b>42,000</b>	<b>0.00</b>	<b>15,000</b>	<b>0.00</b>	<b>15,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$115,347</b>	<b>0.00</b>	<b>\$42,000</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>	

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# CORE DECISION ITEM

**Department:** Secretary of State

**Division:** Records Services

**Core:** Federal Grants

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	2,914	2,914
PSD	0	0	12,086	12,086
<b>Total</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: Federal Grants (0150)

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	2,914	2,914
PSD	0	0	12,086	12,086
<b>Total</b>	<b>0</b>	<b>0</b>	<b>15,000</b>	<b>15,000</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

## 2. CORE DESCRIPTION

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification of, preservation of, and access to all historical records in Missouri. The MHRAB is the central advisory body for historical records planning and for projects relating to historic records, developed and carried out within the state of Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri repositories, and serves as the review and award panel for grant applications submitted to the Local Records Preservation Program. Board members are appointed by the governor, with the advice and consent of the senate; and administrative responsibilities are handled by the secretary of state who is the board's coordinator. Federal regulations require members to have experience and interest in the collection, administration and use of historical records, and a dedication to the preservation and access of Missouri's documented heritage. Over the years, archivists, curators, records managers, legislators, librarians and family historians have served on the MHRAB. We request permission to expend federal monies in the amount of \$15,000 to support activities sponsored by the MHRAB.

## 3. PROGRAM LISTING (list programs included in this core funding)

Missouri Historical Records Advisory Board

# CORE DECISION ITEM

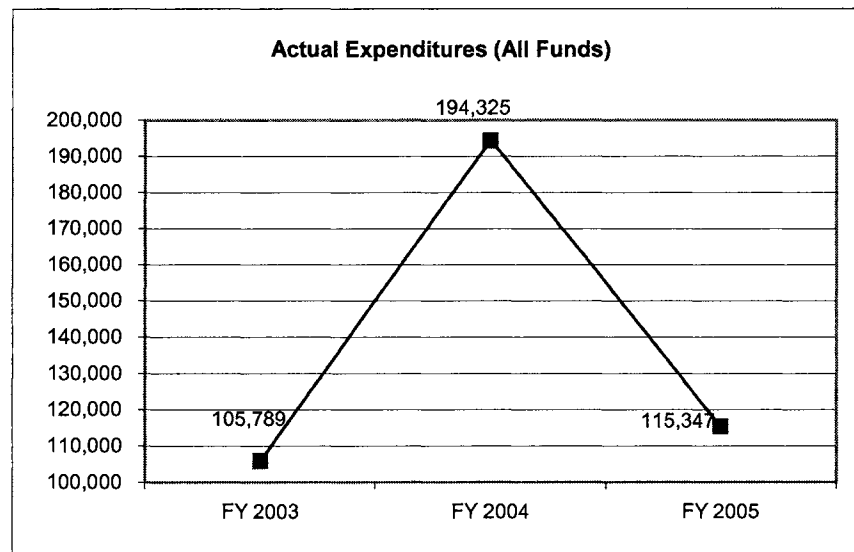
**Department:** Secretary of State

**Division:** Records Services

**Core:** Federal Grants

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	300,000	198,002	140,002	42,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	300,000	198,002	140,002	N/A
Actual Expenditures (All Funds)	105,789	194,325	115,347	N/A
Unexpended (All Funds)	194,211	3,677	24,655	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	194,211	3,677	194,325	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

### NOTES:



**CORE RECONCILIATION**

**SECRETARY OF STATE**  
**FEDERAL GRANTS**

**5. CORE RECONCILIATION**

		<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>								
		PD	0.00	0	42,000	0	42,000	
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>42,000</b>	<b>0</b>	<b>42,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Core Reduction	[#2923]	PD	0.00	0	(27,000)	0	(27,000)	
Core Reallocation	[#2923]	EE	0.00	0	2,914	0	2,914	
Core Reallocation	[#2923]	PD	0.00	0	(2,914)	0	(2,914)	
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>0</b>	<b>(27,000)</b>	<b>0</b>	<b>(27,000)</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		EE	0.00	0	2,914	0	2,914	
		PD	0.00	0	12,086	0	12,086	
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		EE	0.00	0	2,914	0	2,914	
		PD	0.00	0	12,086	0	12,086	
		<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>15,000</b>	<b>0</b>	<b>15,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL GRANTS</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	1,833	0.00	0	0.00	2,564	0.00	2,564	0.00
SUPPLIES	1,610	0.00	0	0.00	0	0.00	0	0.00
PROFESSIONAL SERVICES	14,228	0.00	0	0.00	0	0.00	0	0.00
MISCELLANEOUS EXPENSES	342	0.00	0	0.00	350	0.00	350	0.00
<b>TOTAL - EE</b>	<b>18,013</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,914</b>	<b>0.00</b>	<b>2,914</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	97,334	0.00	42,000	0.00	12,086	0.00	12,086	0.00
<b>TOTAL - PD</b>	<b>97,334</b>	<b>0.00</b>	<b>42,000</b>	<b>0.00</b>	<b>12,086</b>	<b>0.00</b>	<b>12,086</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$115,347</b>	<b>0.00</b>	<b>\$42,000</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$115,347</b>	<b>0.00</b>	<b>\$42,000</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>	<b>\$15,000</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Federal Grants

**1. What does this program do?**

The Missouri Historical Records Advisory Board (MHRAB) promotes and supports identification and preservation of access to all historical records in Missouri. The MHRAB provides state-level appraisal of grant proposals submitted to the National Historical Publications and Records Commission (NHPRC) by Missouri Repositories and serves as the review and award panel for grant applications submitted to the Local Records Preservation Program.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

109.221 RSMo; Federal statute, 44 USC 25.

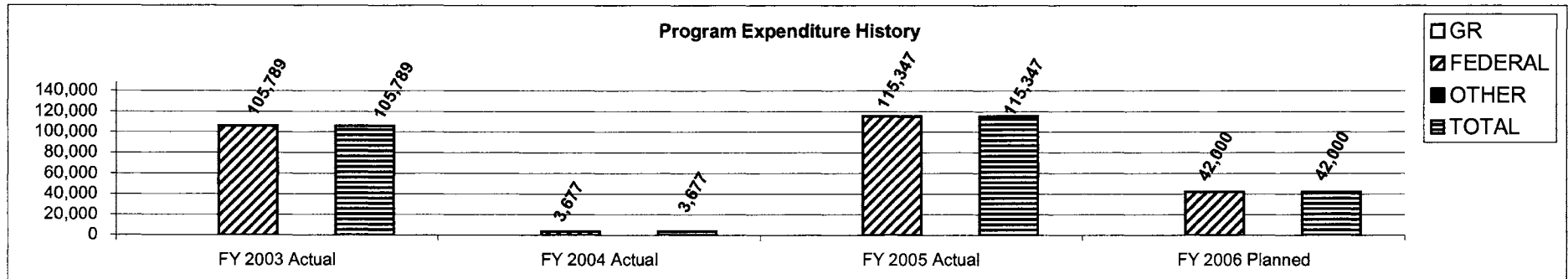
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Federal Grants (0150)

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Federal Grants

**7a. Provide an effectiveness measure.**

From 2002-2005, the MHRAB, a cooperative program among the NHPRC, the State Document Fund, and the state of Missouri awarded 109 grants totaling

**7b. Provide an efficiency measure.**

Since 1990, the MHRAB has provided state-level appraisal and has recommended for funding 12 grant proposals submitted to the NHPRC in the amount of \$549,948.

**7c. Provide the number of clients/individuals served, if applicable.**

Since 1990, the MHRAB has recommended funding for 932 LRGP projects totaling \$5,471,490 and funded by a \$1 user fee collected by the Recorder of Deeds on filings of permanent records. In the same period, the MHRAB recommended 12 grant proposals for funding to the NHPRC in the amount of \$549,948. 109 community history organizations received grants totaling nearly \$675,000.

**7d. Provide a customer satisfaction measure, if available.**

No explicit satisfaction measure is available.

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>LOCAL RECORDS GRANTS</b>									
<b>CORE</b>									
PROGRAM-SPECIFIC									
LOCAL RECORDS PRESERVATION	274,472	0.00	400,000	0.00	400,000	0.00	400,000	0.00	
TOTAL - PD	274,472	0.00	400,000	0.00	400,000	0.00	400,000	0.00	
<b>TOTAL</b>	<b>274,472</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	<b>400,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$274,472</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	

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### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23158C
<b>Division</b>	Records Services		
<b>Core -</b>	Local Records Grants		

#### 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	400,000	400,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>
 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

Local Records Preservation Fund (0577)

E request: This request is needed since reappropriation bill was eliminated to cover grants that are not completed until the next fiscal year.

Other Funds:

#### 2. CORE DESCRIPTION

E request: Local Records Grants facilitate more secure storage of, and faster access to, records produced by local government entities/political subdivisions with taxing authority to meet the information needs of public officials, private citizens, and general public interest. Public records security and access ensures the preservation of public information of permanent intrinsic or historic value, and facilitates information access as required by state statute, for both the record provider and information seeker. Grant funds are available by means of dedicated user fees collected by county recorder of deeds: this fund provides financial resources beyond that of the awarded local entity to effectively maintain, manage and preserve public records through sound records management policies and practices, archival preservation of long-term or historically significant records, as well as appropriate storage and access supplies, materials and equipment.

#### 3. PROGRAM LISTING (list programs included in this core funding)

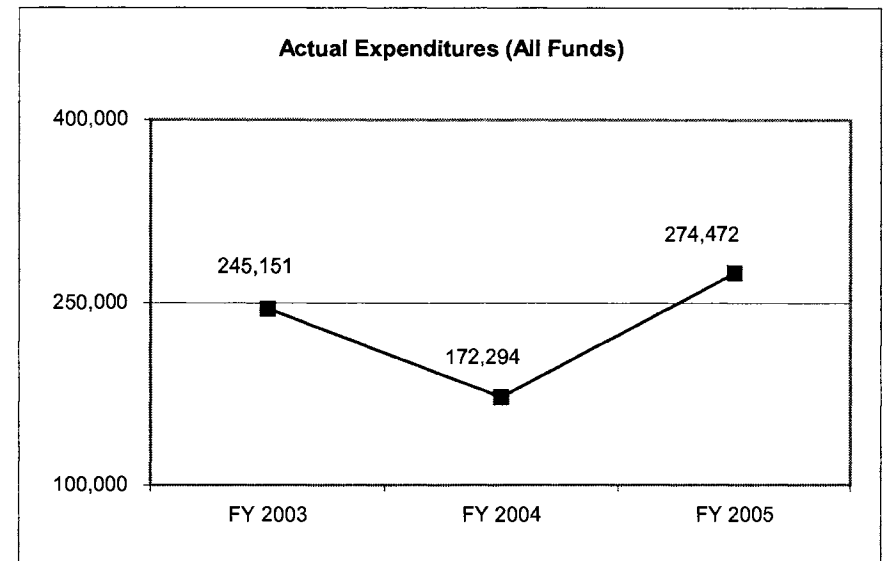
Local Records Preservation Grants

# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23158C</u>
<b>Division</b>	Records Services		
<b>Core -</b>	Local Records Grants		

## **4. FINANCIAL HISTORY**

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	600,000	400,000	400,000	400,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	600,000	400,000	400,000	N/A
Actual Expenditures (All Funds)	245,151	172,294	274,472	N/A
Unexpended (All Funds)	354,849	227,706	125,528	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	354,849	227,706	125,528	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

## **NOTES:**

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**CORE RECONCILIATION**

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**SECRETARY OF STATE**  
**LOCAL RECORDS GRANTS**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<hr/>							
<b>TAFP AFTER VETOES</b>	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<hr/>							
<b>DEPARTMENT CORE REQUEST</b>	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<hr/>							
<b>GOVERNOR'S RECOMMENDED CORE</b>	PD	0.00	0	0	400,000	400,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>400,000</b>	<b>400,000</b>	
<hr/>							



# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LOCAL RECORDS GRANTS</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	274,472	0.00	400,000	0.00	400,000	0.00	400,000	0.00
TOTAL - PD	274,472	0.00	400,000	0.00	400,000	0.00	400,000	0.00
<b>GRAND TOTAL</b>	<b>\$274,472</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>	<b>\$400,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$274,472	0.00	\$400,000	0.00	\$400,000	0.00	\$400,000	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Local Records Grants

**1. What does this program do?**

Local Records Preservation Grants provide local governments or political subdivisions with taxing authority descriptive program/financial assistance and implementation guidance for approved records management and/or preservation projects.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMO 59.319, 109.220

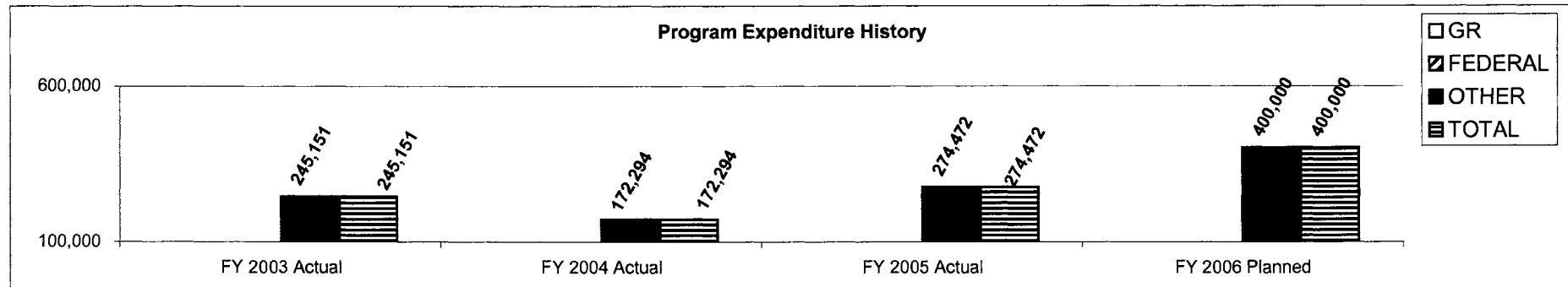
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Local Records Preservation Fund (0577) - RSMO 59.319, 109.220

## PROGRAM DESCRIPTION

**Department: Secretary of State**

**Program Name: Records Services**

**Program is found in the following core budget(s): Local Records Grants**

**7a. Provide an effectiveness measure.**

Awarded Grant Projects Successfully Completed

	FY 2004		FY 2005		FY 2006	FY 2007	FY 2008
	Projected	Actual	Projected	Actual	Projected	Target	Target
Awarded	49	37	44	44	50	55	55
Completed	45	20	41	31	46	52	52
Withdrawn project/s		1		1			
Carryovers to next FY		16		12			
Completed carryovers to date		16		9			
Percentage	92%	100%	93%	95%	93%	94%	94%

**7b. Provide an efficiency measure.**

Average Cost Per Grant: Began FY carryover with 2004; each following FY includes carryover final payments

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
Target					\$7,273	\$7,273
Projected	\$8,108	\$8,163	\$9,091	\$6,912		
Actual	\$4,540	\$4,786	\$5,840			

**7c. Provide the number of clients/individuals served, if applicable.**

Direct Mailings + Workshop Attendees (includes submitted Applications)

	FY 2003	FY 2004	FY 2005	FY 2006	FY 2007	FY 2008
Target					350	350
Projected	350	350	350	350		
Actual	282	245	310	330		

**7d. Provide a customer satisfaction measure, if available.**

No formal measure exists

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>DOCUMENT PRESERVATION</b>									
<b>CORE</b>									
PERSONAL SERVICES									
MO STATE ARCHIVES-ST LOUIS TST	0	0.00	171,704	4.00	0	0.00	0	0.00	
STATE DOCUMENT PRESERVATION	550	0.03	0	0.00	165,959	4.00	165,959	4.00	
TOTAL - PS	550	0.03	171,704	4.00	165,959	4.00	165,959	4.00	
EXPENSE & EQUIPMENT									
MO STATE ARCHIVES-ST LOUIS TST	0	0.00	183,415	0.00	0	0.00	0	0.00	
STATE DOCUMENT PRESERVATION	0	0.00	0	0.00	25,000	0.00	25,000	0.00	
TOTAL - EE	0	0.00	183,415	0.00	25,000	0.00	25,000	0.00	
PROGRAM-SPECIFIC									
MO STATE ARCHIVES-ST LOUIS TST	0	0.00	12,000,100	0.00	12,000,000	0.00	12,000,000	0.00	
STATE DOCUMENT PRESERVATION	0	0.00	0	0.00	164,260	0.00	164,260	0.00	
TOTAL - PD	0	0.00	12,000,100	0.00	12,164,260	0.00	12,164,260	0.00	
<b>TOTAL</b>	<b>550</b>	<b>0.03</b>	<b>12,355,219</b>	<b>4.00</b>	<b>12,355,219</b>	<b>4.00</b>	<b>12,355,219</b>	<b>4.00</b>	
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>									
PERSONAL SERVICES									
STATE DOCUMENT PRESERVATION	0	0.00	0	0.00	0	0.00	6,639	0.00	
TOTAL - PS	0	0.00	0	0.00	0	0.00	6,639	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>6,639</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$550</b>	<b>0.03</b>	<b>\$12,355,219</b>	<b>4.00</b>	<b>\$12,355,219</b>	<b>4.00</b>	<b>\$12,361,858</b>	<b>4.00</b>	

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### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b> <u>23157C</u>
<b>Division</b>	Records Services/Archives	
<b>Core -</b>	Document Preservation	

**1. CORE FINANCIAL SUMMARY**

FY 2007 Budget Request					FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
<b>PS</b>	0	0	165,959	165,959	<b>PS</b>	0	0	165,959	165,959
<b>EE</b>	0	0	25,000	25,000	<b>EE</b>	0	0	25,000	25,000
<b>PSD</b>	0	0	164,260	164,260	<b>PSD</b>	0	0	164,260	164,260
<b>Total</b>	<u>0</u>	<u>0</u>	<u>355,219</u>	<u>355,219</u>	<b>Total</b>	<u>0</u>	<u>0</u>	<u>355,219</u>	<u>355,219</u>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	<b>4.00</b>	<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>4.00</b>	<b>4.00</b>

<b>Est. Fringe</b>	0	0	81,137	81,137
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds:     Document Preservation Fund (0836)

Other Funds:

**2. CORE DESCRIPTION**

The core request allows expenditure from privately donated funds to preserve through an archival accepted means documents of legal, historical, and genealogical importance to the state of Missouri. Four positions are also available to be paid from privately donated funds. These positions are assigned to various projects including grant administration, work on the St. Louis Judicial Records Project, or other special projects that make records available to the public as described in RSMo 109.005.

**3. PROGRAM LISTING (list programs included in this core funding)**

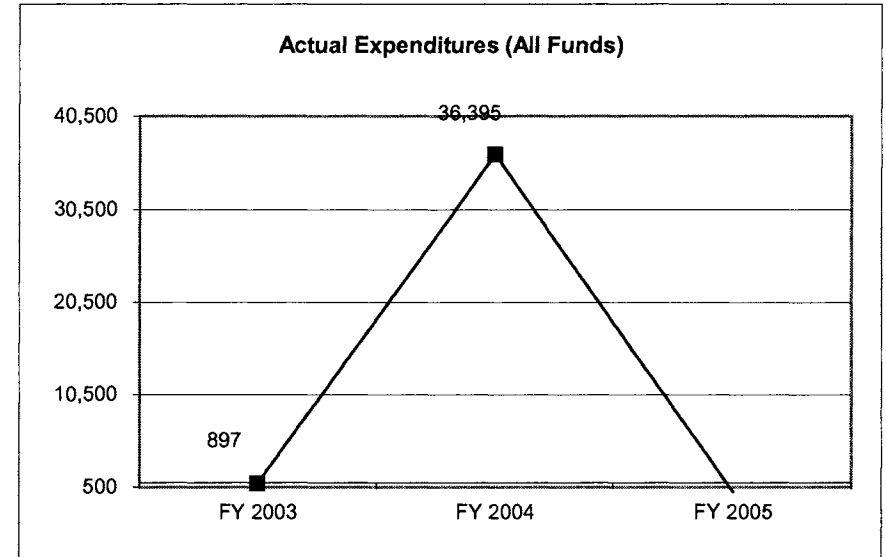
Document Preservation Fund  
St. Louis Record Center

# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23157C
<b>Division</b>	Records Services/Archives		
<b>Core -</b>	Document Preservation		

## 4. FINANCIAL HISTORY

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	149,875	306,363	0	0
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	149,875	306,363	0	N/A
Actual Expenditures (All Funds)	897	36,395	0	N/A
Unexpended (All Funds)	148,978	269,968	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	148,978	269,968	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:** St. Louis Circuit Historical Records Project decided to delay a fund raising drive, leaving us with excess authority. We anticipate increasing appropriation authority as needed.

# CORE DECISION ITEM

<b>Department</b>	SECRETARY OF STATE	<b>Budget Unit</b>	23157C
<b>Division</b>	RECORDS SERVICES		
<b>Core -</b>	Missouri State Archives - St. Louis Core		

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request					FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	0	0	EE	0	0	0	0
PSD	0	0	12,000,000	12,000,000	PSD	0	0	12,000,000	12,000,000
<b>Total</b>	<b>0</b>	<b>0</b>	<b>12,000,000</b>	<b>12,000,000</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>12,000,000</b>	<b>12,000,000</b>
				E					E
FTE	0.00	0.00	0.00	0.00	FTE	0.00	0.00	0.00	0.00
<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>Est. Fringe</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.					Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.				

Other Funds: Document Preservation Fund (0836)

Other Funds:

## 2. CORE DESCRIPTION

The Missouri State Archives requests authority to create a branch records center in St. Louis with non-general revenue funds. The facility will centralize the housing of millions of historically valuable state and local government records in the St. Louis area. The center's creation would be the result of a public-private partnership based on non-state funds. An initial endowment would be secured to help guarantee operating funds into the future. Reallocation of some SOS Local Records Program (non-GR) core funds already being spent in the St. Louis area will continue. Should non-GR funding prove unavailable, the branch will not be created. Partners already involved in the St. Louis historical records initiative include the St. Louis Circuit Court, Washington University, University of Missouri-St. Louis, St. Louis University, Harris Stowe College, and the Bar Association of St. Louis, among others.

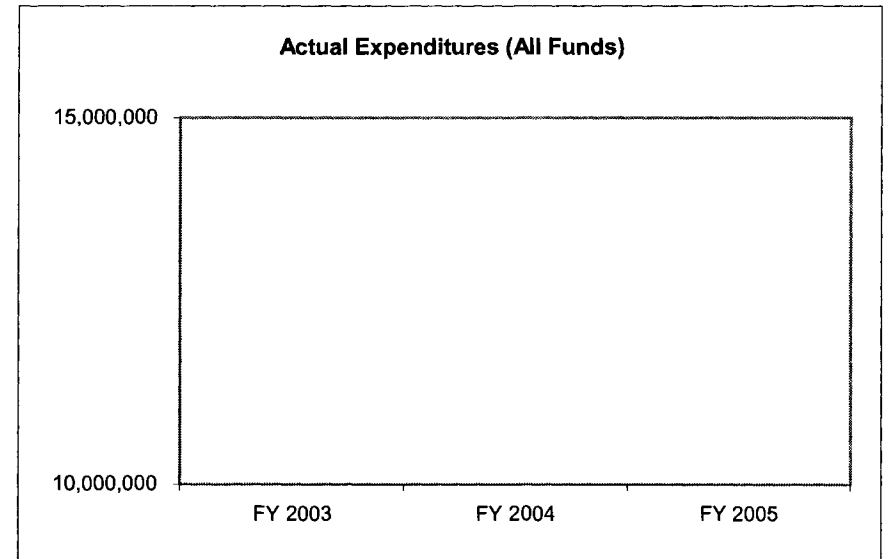
## 3. PROGRAM LISTING (list programs included in this core funding)

**CORE DECISION ITEM**

<b>Department</b>	SECRETARY OF STATE	<b>Budget Unit</b>	<u>23157C</u>
<b>Division</b>	RECORDS SERVICES		
<b>Core -</b>	Missouri State Archives - St. Louis Core		

**4. FINANCIAL HISTORY**

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	0	0	0	0
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	0	0	0	N/A
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:** In FY06, the Document Preservation Grants Core was incorrectly included with this appropriation and has been reallocated to correct the technical error.



**CORE RECONCILIATION**

**SECRETARY OF STATE**  
**DOCUMENT PRESERVATION**

**5. CORE RECONCILIATION**

		<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>								
		PS	4.00	0	0	171,704	171,704	
		EE	0.00	0	0	183,415	183,415	
		PD	0.00	0	0	12,000,100	12,000,100	
		<b>Total</b>	<b>4.00</b>	<b>0</b>	<b>0</b>	<b>12,355,219</b>	<b>12,355,219</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Core Reallocation	[#2911]	PS	0.00	0	0	(5,745)	(5,745)	
Core Reallocation	[#2911]	EE	0.00	0	0	(158,415)	(158,415)	
Core Reallocation	[#2911]	PD	0.00	0	0	164,160	164,160	
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DEPARTMENT CORE REQUEST</b>								
		PS	4.00	0	0	165,959	165,959	
		EE	0.00	0	0	25,000	25,000	
		PD	0.00	0	0	12,164,260	12,164,260	
		<b>Total</b>	<b>4.00</b>	<b>0</b>	<b>0</b>	<b>12,355,219</b>	<b>12,355,219</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
		PS	4.00	0	0	165,959	165,959	
		EE	0.00	0	0	25,000	25,000	
		PD	0.00	0	0	12,164,260	12,164,260	
		<b>Total</b>	<b>4.00</b>	<b>0</b>	<b>0</b>	<b>12,355,219</b>	<b>12,355,219</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DOCUMENT PRESERVATION</b>								
<b>CORE</b>								
SR OFC SUPPORT ASST (KEYBRD)	0	0.00	46,024	1.00	28,116	1.00	28,116	1.00
ARCHIVIST	0	0.00	125,680	3.00	137,843	3.00	137,843	3.00
CLERK I	550	0.03	0	0.00	0	0.00	0	0.00
<b>TOTAL - PS</b>	<b>550</b>	<b>0.03</b>	<b>171,704</b>	<b>4.00</b>	<b>165,959</b>	<b>4.00</b>	<b>165,959</b>	<b>4.00</b>
TRAVEL, IN-STATE	0	0.00	100	0.00	1	0.00	1	0.00
FUEL & UTILITIES	0	0.00	100	0.00	1	0.00	1	0.00
SUPPLIES	0	0.00	100	0.00	24,991	0.00	24,991	0.00
PROFESSIONAL SERVICES	0	0.00	31,047	0.00	1	0.00	1	0.00
JANITORIAL SERVICES	0	0.00	45,200	0.00	1	0.00	1	0.00
COMPUTER EQUIPMENT	0	0.00	11,436	0.00	1	0.00	1	0.00
MOTORIZED EQUIPMENT	0	0.00	29,700	0.00	1	0.00	1	0.00
OFFICE EQUIPMENT	0	0.00	100	0.00	1	0.00	1	0.00
OTHER EQUIPMENT	0	0.00	65,532	0.00	1	0.00	1	0.00
PROPERTY & IMPROVEMENTS	0	0.00	100	0.00	1	0.00	1	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>183,415</b>	<b>0.00</b>	<b>25,000</b>	<b>0.00</b>	<b>25,000</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	12,000,100	0.00	12,164,260	0.00	12,164,260	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>12,000,100</b>	<b>0.00</b>	<b>12,164,260</b>	<b>0.00</b>	<b>12,164,260</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$550</b>	<b>0.03</b>	<b>\$12,355,219</b>	<b>4.00</b>	<b>\$12,355,219</b>	<b>4.00</b>	<b>\$12,355,219</b>	<b>4.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$550</b>	<b>0.03</b>	<b>\$12,355,219</b>	<b>4.00</b>	<b>\$12,355,219</b>	<b>4.00</b>	<b>\$12,355,219</b>	<b>4.00</b>

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DOCUMENT PRESERVATION</b>								
<b>GENERAL STRUCTURE ADJUSTMENT - 0000012</b>								
SR OFC SUPPORT ASST (KEYBRD)	0	0.00	0	0.00	0	0.00	1,125	0.00
ARCHIVIST	0	0.00	0	0.00	0	0.00	5,514	0.00
<b>TOTAL - PS</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>6,639</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$6,639</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$6,639</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services/Archives

**Program is found in the following core budget(s):** Missouri State Archives - St. Louis Center

**1. What does this program do?**

The facility would provide more complete and effective service for St. Louis City government offices and citizen researchers. Document storage in a records enter is much less expensive than in finished office space. Thousands of dollars would be saved and thousands of square feet of scarce space would be reclaimed in government offices. The new facility would draw thousands of cultural tourists from across the U.S. -- principally family historians, but also academics and journalists. The creation of a St. Louis branch of the State Archives would allow records holders to concentrate more fully on pressing contemporary business without having the diversion of genealogical and other historical searches. In FY2006, the Document Preservation Fund was incorrectly included in this appropriation.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Statutory authorization RSMo 109.400 and 109.410.

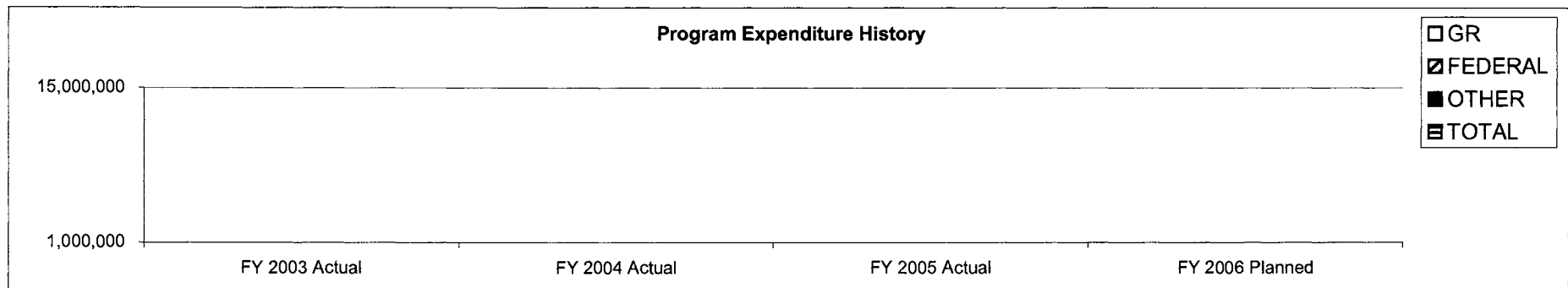
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

The center's creation would be the result of a public-private partnership based on non-state funds. Reallocation of some SOS Local records Program (non-GR) core funds already spent in the St. Louis area will continue. Partners already involved in the St. Louis historical records initiative include the St. Louis Circuit Court, Washington University, University of Missouri-St. Louis, St. Louis University, Harris Stowe College, and the Bar Association of St. Louis, among others.

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services/Archives

**Program is found in the following core budget(s):** Missouri State Archives - St. Louis Center

**7a. Provide an effectiveness measure.**

The cost of storing documents in a records center is much less than the cost of storing them in finished office space. Thousands of dollars would be saved and thousands of square feet of scarce space would be reclaimed in government offices.

**7b. Provide an efficiency measure.**

Aggregate savings are contingent on participation in the project. No state or local government entity would be compelled to turn over records.

**7c. Provide the number of clients/individuals served, if applicable.**

Not applicable

**7d. Provide a customer satisfaction measure, if available.**

Not applicable.

## DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>DOCUMENT PRESERVATION GRANTS</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
NAT ENDOW HUM SV AMER TREAS GR	0	0.00	66,172	0.00	0	0.00	0	0.00	
TOTAL - EE	0	0.00	66,172	0.00	0	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>66,172</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>St. Louis Circuit Court Cases - 1231009</b>									
PERSONAL SERVICES									
NAT ENDOW HUM SV AMER TREAS GR	0	0.00	0	0.00	228,060	4.00	228,060	4.00	
TOTAL - PS	0	0.00	0	0.00	228,060	4.00	228,060	4.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>228,060</b>	<b>4.00</b>	<b>228,060</b>	<b>4.00</b>	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$66,172</b>	<b>0.00</b>	<b>\$228,060</b>	<b>4.00</b>	<b>\$228,060</b>	<b>4.00</b>	

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**CORE RECONCILIATION**

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**SECRETARY OF STATE**

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**DOCUMENT PRESERVATION GRANTS**

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**5. CORE RECONCILIATION**

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		Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>								
	EE		0.00	0	66,172	0	66,172	
	<b>Total</b>		<b>0.00</b>	<b>0</b>	<b>66,172</b>	<b>0</b>	<b>66,172</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>								
Core Reduction	[#2930]	EE	0.00	0	(66,172)	0	(66,172)	
<b>NET DEPARTMENT CHANGES</b>			<b>0.00</b>	<b>0</b>	<b>(66,172)</b>	<b>0</b>	<b>(66,172)</b>	
<b>DEPARTMENT CORE REQUEST</b>								
	EE		0.00	0	0	0	0	
	<b>Total</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>								
	EE		0.00	0	0	0	0	
	<b>Total</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DOCUMENT PRESERVATION GRANTS</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	0	0.00	66,172	0.00	0	0.00	0	0.00
TOTAL - EE	0	0.00	66,172	0.00	0	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$66,172</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$66,172	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Document Preservation

**1. What does this program do?**

The Document Preservation fund allows the Archives to seek assistance from the private sector to help save state government documents, which might otherwise be lost, destroyed, or inaccessible to the public. These records comprise more than 60,000 cubic feet of unprocessed material ranging from 200 year-old court records to Civil War muster rolls to Depression era photographs.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo 109.005

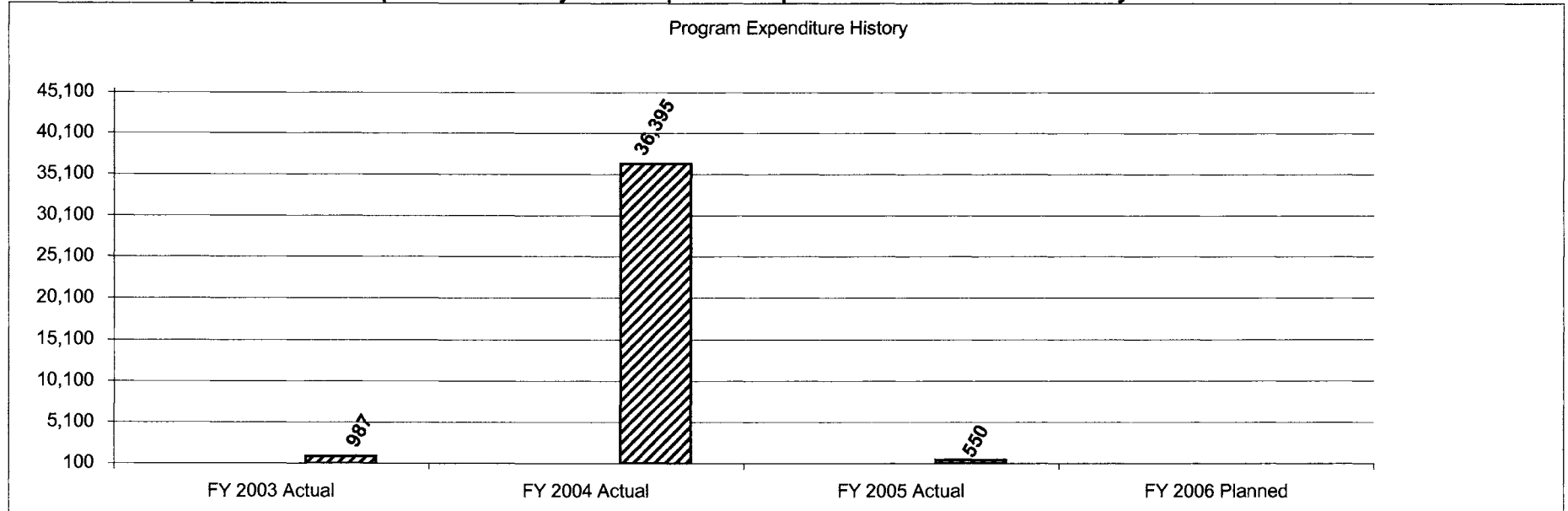
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Records Services

**Program is found in the following core budget(s):** Document Preservation

**6. What are the sources of the "Other " funds?**

Document Preservation Fund (0836)

**7a. Provide an effectiveness measure.**

**7b. Provide an efficiency measure.**

**7c. Provide the number of clients/individuals served, if applicable.**

Not applicable

**7d. Provide a customer satisfaction measure, if available.**

Not available

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department</b> Secretary of State	<b>Budget Unit</b> _____
<b>Division</b> Records Services/Archives	
<b>DI Name</b> Saint Louis Circuit Court records 1866-1868	<b>DI#</b> _____

**1. AMOUNT OF REQUEST**

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	228,060	0	228,060
EE	0	0	0	0
PSD	0	0	0	0
<b>Total</b>	<b>0</b>	<b>228,060</b>	<b>0</b>	<b>228,060</b>
<hr/>				
<b>FTE</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>

<b>Est. Fringe</b>	0	111,499	0	111,499
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	228,060	0	228,060
EE	0	0	0	0
PSD	0	0	0	0
<b>Total</b>	<b>0</b>	<b>228,060</b>	<b>0</b>	<b>228,060</b>
<hr/>				
<b>FTE</b>	<b>0.00</b>	<b>4.00</b>	<b>0.00</b>	<b>4.00</b>

<b>Est. Fringe</b>	0	111,499	0	111,499
--------------------	---	---------	---	---------

*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: \_\_\_\_\_

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

<input type="checkbox"/> New Legislation	<input checked="" type="checkbox"/> New Program	<input type="checkbox"/> Supplemental
<input type="checkbox"/> Federal Mandate	<input type="checkbox"/> Program Expansion	<input type="checkbox"/> Cost to Continue
<input type="checkbox"/> GR Pick-Up	<input type="checkbox"/> Space Request	<input type="checkbox"/> Equipment Replacement
<input type="checkbox"/> Pay Plan	<input type="checkbox"/> Other: _____	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The Missouri State Archives seeks to arrange, index and describe Saint Louis Circuit Court civil cases that date from 1866 to 1868. This collection consists of 11,300 individual case files (227,600 leaves) totaling 71 cubic feet. The Archives is requesting National Endowment for the Humanities (NEH) support for this project in the amount of \$339,559 to fund the salaries and benefits of four project archivists from mid-September 2006 through June 2008 (21 months) to help us accomplish this objective. We are asking the legislature to allow the Archives to expend the federal funds requested.

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department</b> Secretary of State	<b>Budget Unit</b> _____
<b>Division</b> Records Services/Archives	
<b>DI Name</b> Saint Louis Circuit Court records 1866-1868	<b>DI#</b> _____

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

During the last five years of working with the Saint Louis Circuit Court case files, Archives staff members have determined that a trained archivist will spend approximately one hour processing (includes data entry time) an average-size case of twenty leaves, one day processing seven cases, a week to process thirty-five, and one month to complete processing one hundred forty. Discounting time for sick or personal leave days, over the course of twenty-one months one archivist will process approximately 2,850 case files. Four archivists working at roughly the same rate will be able to process and index 11,380 case files by the end of the project.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
Archivist			\$228,060	4.0			228,060	4.0	
							0	0.0	
<b>Total PS</b>	<b>0</b>	<b>0.0</b>	<b>228,060</b>	<b>4.0</b>	<b>0</b>	<b>0.0</b>	<b>228,060</b>	<b>4.0</b>	<b>0</b>
							0		
							0		
							0		
<b>Total EE</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
Program Distributions							0		
<b>Total PSD</b>	<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>		<b>0</b>
<b>Grand Total</b>	<b>0</b>	<b>0.0</b>	<b>\$228,060.00</b>	<b>4.0</b>	<b>0</b>	<b>0.0</b>	<b>228,060</b>	<b>4.0</b>	<b>0</b>

**NEW DECISION ITEM**  
**RANK: \_\_\_\_\_ OF \_\_\_\_\_**

Department Secretary of State			Budget Unit _____							
Division Records Services/Archives										
DI Name	Saint Louis Circuit Court records 1866-1868		DI#							
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS	
Archivist			\$228,060	4.0			228,060	4.0		
							0	0.0		
Total PS	0	0.0	228,060	4.0	0	0.0	228,060	4.0	0	
							0			
							0			
							0			
Total EE	0		0		0		0		0	
Program Distributions							0			
Total PSD	0		0		0		0		0	
Grand Total	0	0.0	228,060	4.0	0	0.0	228,060	4.0	0	

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department</b> Secretary of State	<b>Budget Unit</b> _____
<b>Division</b> Records Services/Archives	
<b>DI Name</b> Saint Louis Circuit Court records 1866-1868	<b>DI#</b> _____

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

A trained archivist will spend approximately one hour processing (includes data entry time) an average-size case of twenty leaves, one day processing seven cases, a week to process thirty-five, and one month to complete processing one hundred forty. Discounting time for sick or personal leave days, over the course of twenty-one months one archivist will process approximately 2,850 case files. Four archivists working at roughly the same rate will be able to process and index 11,380 case files by the end of the project.

**6b. Provide an efficiency measure.**

The supervisory archivist will closely monitor the project archivists' performance, provide archival and indexing guidance and assistance, and submit monthly reports on the status of the grant to the project coordinator, who will make periodic inspections of the project, review project director will meet with the project coordinator and supervisory archivist on a quarterly basis to discuss grant progress, significant findings, and any related issues or concerns.

**6c. Provide the number of clients/individuals served, if applicable.**

In the spring of 2000 the Missouri State Archives entered into a partnership with the Saint Louis Circuit Court. To date the Saint Louis Circuit Court collections that have received arrangement, indexing, description, and conservation case by the Missouri State Archives staff have generated considerable interest by their presence on the Saint Louis Circuit Court Historical records Project website; nearly 40,000 unique users have made over 500,000 web requests.

**6d. Provide a customer satisfaction measure, if available.**

N/A

**NEW DECISION ITEM**

**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department</b> Secretary of State	<b>Budget Unit</b> _____
<b>Division</b> Records Services/Archives	
<b>DI Name</b> Saint Louis Circuit Court records 1866-1868	<b>DI#</b> _____

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Adherence to the project schedule and archival best practices and monitoring of the project, at both supervisory and administrative levels, will bring the project to a satisfactory close.

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>DOCUMENT PRESERVATION GRANTS</b>								
St. Louis Circuit Court Cases - 1231009								
ARCHIVIST	0	0.00	0	0.00	228,060	4.00	228,060	4.00
TOTAL - PS	0	0.00	0	0.00	228,060	4.00	228,060	4.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$228,060</b>	<b>4.00</b>	<b>\$228,060</b>	<b>4.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$228,060	4.00	\$228,060	4.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00





# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>STATE AID FOR PUBLIC LIBRARY</b>									
<b>CORE</b>									
PROGRAM-SPECIFIC									
GENERAL REVENUE	4,001,744	0.00	3,001,744	0.00	3,001,744	0.00	3,001,744	0.00	
TOTAL - PD	4,001,744	0.00	3,001,744	0.00	3,001,744	0.00	3,001,744	0.00	
<b>TOTAL</b>	<b>4,001,744</b>	<b>0.00</b>	<b>3,001,744</b>	<b>0.00</b>	<b>3,001,744</b>	<b>0.00</b>	<b>3,001,744</b>	<b>0.00</b>	
<b>Library Aid - Restore 25% Cut - 1231004</b>									
PROGRAM-SPECIFIC									
GENERAL REVENUE	0	0.00	0	0.00	1,002,913	0.00	0	0.00	
TOTAL - PD	0	0.00	0	0.00	1,002,913	0.00	0	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>1,002,913</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$4,001,744</b>	<b>0.00</b>	<b>\$3,001,744</b>	<b>0.00</b>	<b>\$4,004,657</b>	<b>0.00</b>	<b>\$3,001,744</b>	<b>0.00</b>	

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im\_dsummary

# CORE DECISION ITEM

<b>Department</b>	Secretary fo State	<b>Budget Unit</b>	23515C
<b>Division</b>	Library Services		
<b>Core -</b>	State Aid for Public Libraries		

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	3,001,744	0	0	3,001,744
<b>Total</b>	<b>3,001,744</b>	<b>0</b>	<b>0</b>	<b>3,001,744</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	3,001,744	0	0	3,001,744
<b>Total</b>	<b>3,001,744</b>	<b>0</b>	<b>0</b>	<b>3,001,744</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

Under the Missouri Constitution and state statutes, the General Assembly appropriates funds to support public libraries. State aid is appropriated to libraries that have a minimum voted tax or local government support equal to ten cents per \$100 of assessed valuation. Libraries use these funds to improve information access and develop stronger library services for Missouri citizens. Funds are distributed to public libraries on a per capita basis and to libraries in poor counties for equalization aid as determined by RSMo 181.060.

## 3. PROGRAM LISTING (list programs included in this core funding)

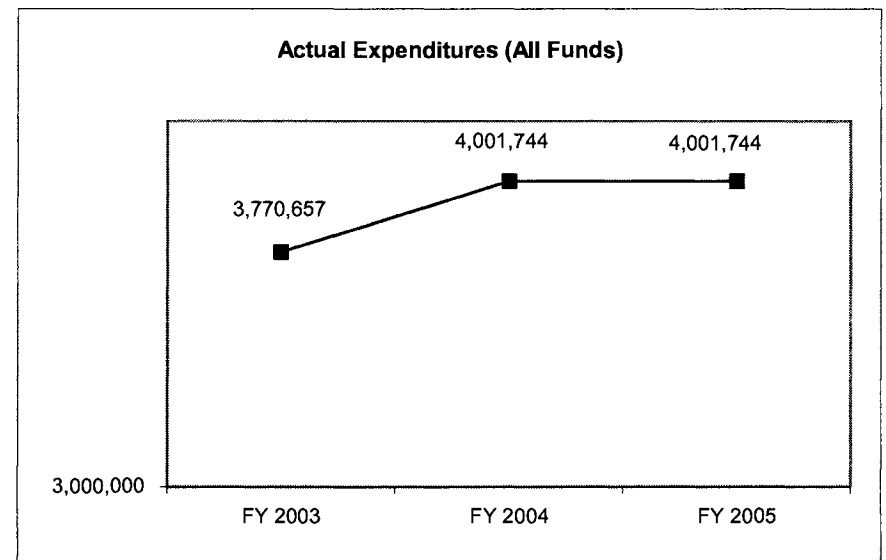
State Aid to Public Libraries

# CORE DECISION ITEM

<b>Department</b>	Secretary fo State	<b>Budget Unit</b> <u>23515C</u>
<b>Division</b>	Library Services	
<b>Core -</b>	State Aid for Public Libraries	

## 4. FINANCIAL HISTORY

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	3,770,657	4,001,744	4,001,744	3,001,744
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	3,770,657	4,001,744	4,001,744	N/A
Actual Expenditures (All Funds)	3,770,657	4,001,744	4,001,744	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



### NOTES:

State aid for public libraries is a two part program, aid distributed to libraries based on population and an equalization program to help libraries in poor counties. Of the \$3,001,744, \$2,123,648 is distributed as per capita state aid and \$878,095 is distributed in equalization aid.

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**CORE RECONCILIATION**

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SECRETARY OF STATE  
STATE AID FOR PUBLIC LIBRARY

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**5. CORE RECONCILIATION**

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	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<hr/>							
TAFP AFTER VETOES							
	PD	0.00	3,001,744	0	0	3,001,744	
	<b>Total</b>	<b>0.00</b>	<b>3,001,744</b>	<b>0</b>	<b>0</b>	<b>3,001,744</b>	
<hr/>							
DEPARTMENT CORE REQUEST							
	PD	0.00	3,001,744	0	0	3,001,744	
	<b>Total</b>	<b>0.00</b>	<b>3,001,744</b>	<b>0</b>	<b>0</b>	<b>3,001,744</b>	
<hr/>							
GOVERNOR'S RECOMMENDED CORE							
	PD	0.00	3,001,744	0	0	3,001,744	
	<b>Total</b>	<b>0.00</b>	<b>3,001,744</b>	<b>0</b>	<b>0</b>	<b>3,001,744</b>	
<hr/>							

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>STATE AID FOR PUBLIC LIBRARY</b>								
<b>CORE</b>								
PROGRAM DISTRIBUTIONS	4,001,744	0.00	3,001,744	0.00	3,001,744	0.00	3,001,744	0.00
TOTAL - PD	4,001,744	0.00	3,001,744	0.00	3,001,744	0.00	3,001,744	0.00
GRAND TOTAL	\$4,001,744	0.00	\$3,001,744	0.00	\$3,001,744	0.00	\$3,001,744	0.00
GENERAL REVENUE	\$4,001,744	0.00	\$3,001,744	0.00	\$3,001,744	0.00	\$3,001,744	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** State Aid for Public Libraries

### 1. What does this program do?

State Aid for Public Libraries makes a vital contribution to improving public library services in Missouri. The program provides funds to public libraries that meet the statutory and regulatory requirements specified in the Missouri Constitution, Article IX, Section 10 and in RSMo 181.060. Public libraries having a minimum voted tax of local government support equal to ten cents per \$100 of assessed valuation are eligible to receive funds from this program.

Public libraries in Missouri are funded through property taxes. Due to reassessment and rollback, those taxes are limited to small growth factors. Across the state, the level of library funding from taxation varies widely, in large part due to differences in the adequacy of the local property valuations. State aid helps bridge some of the resulting funding gaps. State aid applications are submitted annually for review and certification by the State Librarian. Once the funding is approved, local library boards of trustees decide the allocation of these funds according to the highest local needs and priorities.

The economic and social success of Missouri citizens depends on equal information access and the ability to use information. Missouri public libraries play a critical role in providing access to information. Without state aid funding, Missourians will have reduced information access, or a reduction in the basic services offered by public libraries. State aid secures the necessary funding for the following variety of needs: automation systems, Internet connectivity, reference services, operating revenue and collection expenditures.

The Secretary of State and the State Library have begun an implementation plan of Public Library Standards. This plan provides benchmarks for per capita income, hours of service, amount of funds to be budgeted for library collections, as well as guidelines for developing technology, determining current and future community technology needs, and meeting national standards for cataloging library materials. Many libraries in Missouri do not currently meet the Public Library Standards. State aid funding provides modest support for libraries moving to meet the benchmarks of Public Library Standards.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

RSMo Ch. 181.060; Mo. Constitution, Article X, Section 10

### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

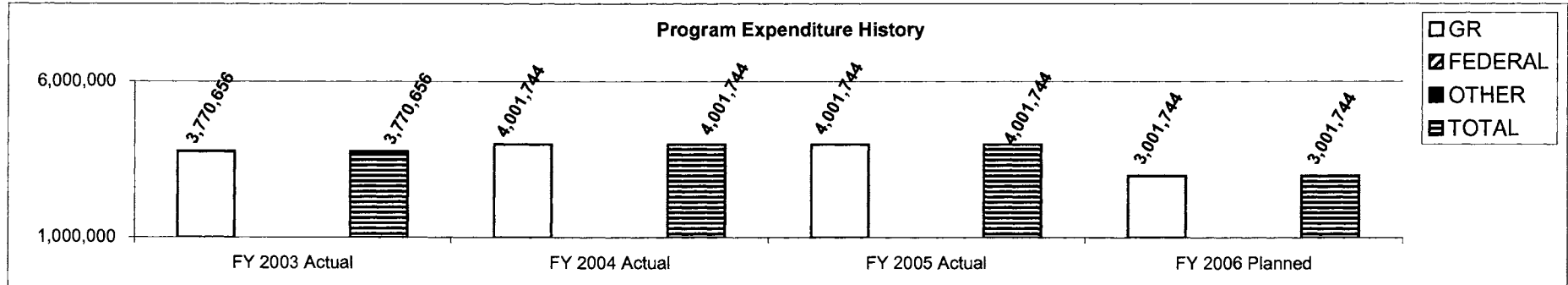
## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** State Aid for Public Libraries

5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



6. What are the sources of the "Other " funds?

None

7a. Provide an effectiveness measure.

Libraries providing increased service hours:

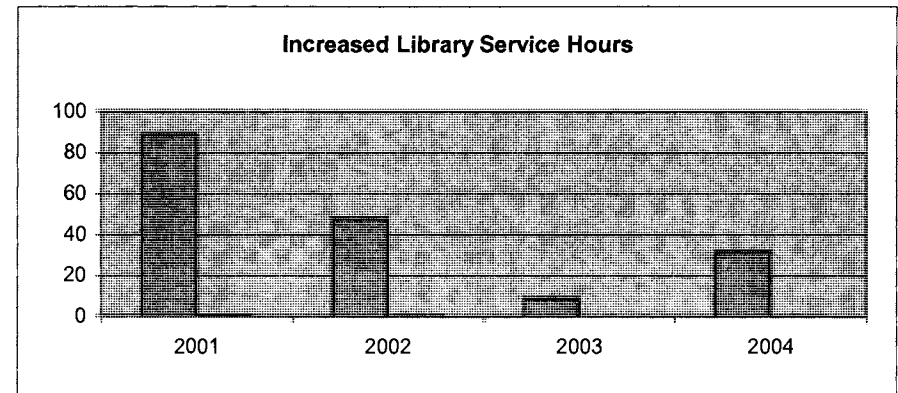
	2001	2002	2003	2004
Increased	89	48	9	32
per cent	63%	34%	6%	21%

7b. Provide an efficiency measure.

Number of forms returned to libraries for incomplete data

2002	2003	2004	2005	2006
6	5	22	12	2

In 2004, the forms were made available online for the first time. Several libraries chose the wrong type of form to complete. The number of errors was reduced 45% from FY2004 to FY2005; and 83% from FY2005 to FY2006.





## PROGRAM DESCRIPTION

**Department: Secretary of State**

**Program Name: Library Services**

**Program is found in the following core budget(s): State Aid for Public Libraries**

**7c. Provide the number of clients/individuals served, if applicable.**

	2003	2004	2005*	2006**	2007
Eligible library districts	165	165	166	166	166(proj)
Population	5,113,162	5,113,162	5,114,452	5,118,457	5,118,457 (proj)
Number of library visits	22,212,570	24,185,297			

\* add Winona, 1290

\*\*add Moniteau/California, 4005; Holden merges with Trails Regional

**7d. Provide a customer satisfaction measure, if available.**

The library districts are all quite unsatisfied with the level of state aid.

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department</b> Secretary of State	<b>Budget Unit</b> _____
<b>Division</b> State Library	
<b>DI Name</b> State aid for public libraries	<b>DI#</b> _____

**1. AMOUNT OF REQUEST**

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	1,002,913	0	0	1,002,913
<b>Total</b>	<b>1,002,913</b>	<b>0</b>	<b>0</b>	<b>1,002,913</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

_____ New Legislation	_____ New Program	_____ Supplemental
_____ Federal Mandate	_____ Program Expansion	_____ Cost to Continue
_____ GR Pick-Up	_____ Space Request	_____ Equipment Replacement
_____ Pay Plan	_____ <b>x</b> Other: <u>Restore 25% cut to program in FY2006</u>	

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

The state aid program is the foundation by which the Missouri legislature fulfills the constitutional mandate to support public library service, as directed in Mo. Constitution, Article X, Section 10; RSMo Ch. 181.060. Public libraries are under increased and continuous funding stress as technology demands from the users for emerging technologies and web-based services are added to expectations for traditional library services.

The provisions of the Hancock Amendment prevent many public libraries from receiving an appropriate share of local funding. Changes in property tax laws and tax commission decisions on personal property taxes have resulted in funding cuts for many libraries affecting small and medium size libraries in particular. A restoration of state aid to the amount of \$4,001,774 is an immediate need and should be viewed as a priority in decision-making at the state level.

Two additional districts have been certified to receive state aid; Winona, with a population of 1,290 and the California subdistrict of the Moniteau County library, population of 4,005. \$ 2,913 is needed to provide per capita aid if \$.55 to these new districts.

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

<b>Department</b> Secretary of State	<b>Budget Unit</b> _____
<b>Division</b> State Library	
<b>DI Name</b> State aid for public libraries	<b>DI#</b> _____

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT. (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)**

State aid had been at .55 per capita for the past 4 years; however, fell to .4149 cents per capita in FY2006 after the \$1 million (25%) budget reduction. The additional 30% cut to MOREnet led to an increase in MOREnet fees that places a double burden of financial reduction in library budgets. At a time when the state expects people to use public library computers to submit applications for state jobs, libraries receive less state aid and pay higher fees.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class/Job Class	Dept Req GR DOLLARS	Dept Req GR FTE	Dept Req FED DOLLARS	Dept Req FED FTE	Dept Req OTHER DOLLARS	Dept Req OTHER FTE	Dept Req TOTAL DOLLARS	Dept Req TOTAL FTE	Dept Req One-Time DOLLARS
							0	0.0	
							0	0.0	
Total PS	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
Total EE	0		0		0		0		0
Program Distributions	1,002,913						1,002,913		
Total PSD	1,002,913		0		0		1,002,913		0
Grand Total	1,002,913	0.0	0	0.0	0	0.0	1,002,913	0.0	0

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department <u>Secretary of State</u>			Budget Unit _____						
Division <u>State Library</u>									
DI Name <u>State aid for public libraries</u>		DI# _____							
Budget Object Class/Job Class	Gov Rec GR DOLLARS	Gov Rec GR FTE	Gov Rec FED DOLLARS	Gov Rec FED FTE	Gov Rec OTHER DOLLARS	Gov Rec OTHER FTE	Gov Rec TOTAL DOLLARS	Gov Rec TOTAL FTE	Gov Rec One-Time DOLLARS
							0	0.0	
							0	0.0	
<b>Total PS</b>	0	0.0	0	0.0	0	0.0	0	0.0	0
							0		
							0		
							0		
<b>Total EE</b>	0		0		0		0		0
Program Distributions							0		
<b>Total PSD</b>	0		0		0		0		0
<b>Grand Total</b>	0	0.0	0	0.0	0	0.0	0	0.0	0

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department Secretary of State  
Division State Library  
DI Name State aid for public libraries DI#

Budget Unit \_\_\_\_\_

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

\$1,000,000 provides the equivalent of:

32558 books at avg. cost of \$31/book (Bowker annual, 2005)

36.8 staff, based on total library FTE of 2856 in 2004, avg. salary per FTE of \$27,206.

833 public use computers, at cost of \$1200/computer

Library circulation has increased 10.4%, 1994-2003.

Materials loaned to users:

1994 37,933,327

2003 41,873,614 10.4% increase

In addition, libraries have added many new electronic services

**6c. Provide the number of clients/individuals served, if applicable.**

	2003	2004	2005	2006	2007
Eligible library districts	165	165	166*	166**	166 (proj)
Population	5,113,162	5,113,162	5,114,452	5,118,457	5,118,457 (proj)
Number of library visits	22,212,570	24,185,297			
Library visits per capita	4.4	4.7			

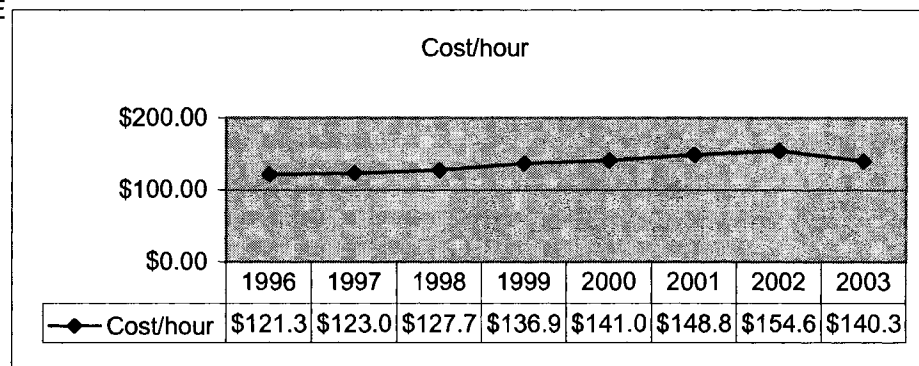
\* add Winona, 1290

\*\* add Moniteau/California, 4005; Holden merges with Trails Regional

**6b. Provide an efficiency measure.**

Cost per hour to operate public libraries. Facilities - 1996 -248; 2003 -388.

Hours open have increased faster than expenditures. Source: NCES data file



**6d. Provide a customer satisfaction measure, if available.**

Libraries are very concerned about this lost of state funding.

**NEW DECISION ITEM**

**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department</b> Secretary of State	<b>Budget Unit</b> _____
<b>Division</b> State Library	
<b>DI Name</b> State aid for public libraries	<b>DI#</b> _____
<b>7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:</b>	
<p>1. Unless funds are provided for the two library districts of Winona and Moniteau County, California, the payments to the other districts will be reduced.</p> <p>2. Public libraries use close to half of the funds for the library collection and one third for operations and personnel. Other uses are for equipment, programs, and software, or to cover subscriptions and fees.</p> <p>Libraries file certification forms each year to qualify to receive state aid funds. RSMo 181.060 requires libraries to provide a minimum of \$.10/100 assessed valuation in local tax support. State aid for public libraries is a two part program, aid distributed to libraries based on population and an equalizaion program to help libraries in poor counties.</p>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>STATE AID FOR PUBLIC LIBRARY</b>								
Library Aid - Restore 25% Cut - 1231004								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	1,002,913	0.00	0	0.00
TOTAL - PD	0	0.00	0	0.00	1,002,913	0.00	0	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$1,002,913</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$1,002,913	0.00		0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00		0.00

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>REAL</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	2,959,250	0.00	0	0.00	2,959,250	0.00	2,959,250	0.00	
TOTAL - EE	2,959,250	0.00	0	0.00	2,959,250	0.00	2,959,250	0.00	
PROGRAM-SPECIFIC									
GENERAL REVENUE	0	0.00	2,959,250	0.00	0	0.00	0	0.00	
TOTAL - PD	0	0.00	2,959,250	0.00	0	0.00	0	0.00	
<b>TOTAL</b>	<b>2,959,250</b>	<b>0.00</b>	<b>2,959,250</b>	<b>0.00</b>	<b>2,959,250</b>	<b>0.00</b>	<b>2,959,250</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$2,959,250</b>	<b>0.00</b>	<b>\$2,959,250</b>	<b>0.00</b>	<b>\$2,959,250</b>	<b>0.00</b>	<b>\$2,959,250</b>	<b>0.00</b>	

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23520C
<b>Division</b>	Library Services		
<b>Core -</b>	REAL Program		

## 1. CORE FINANCIAL SUMMARY

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	2,959,250	0	0	2,959,250
PSD	0	0	0	0
<b>Total</b>	<b>2,959,250</b>	<b>0</b>	<b>0</b>	<b>2,959,250</b>

FTE 0.00 0.00 0.00 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: none

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	2,959,250	0	0	2,959,250
PSD	0	0	0	0
<b>Total</b>	<b>2,959,250</b>	<b>0</b>	<b>0</b>	<b>2,959,250</b>

FTE 0.00 0.00 0.00 0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

The REAL Program provides Internet access, training and technical support for public libraries and licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet. The Missouri Research and Educational Network (MOREnet) maintains a high-capacity, high speed telecommunications network in the State of Missouri.

## 3. PROGRAM LISTING (list programs included in this core funding)

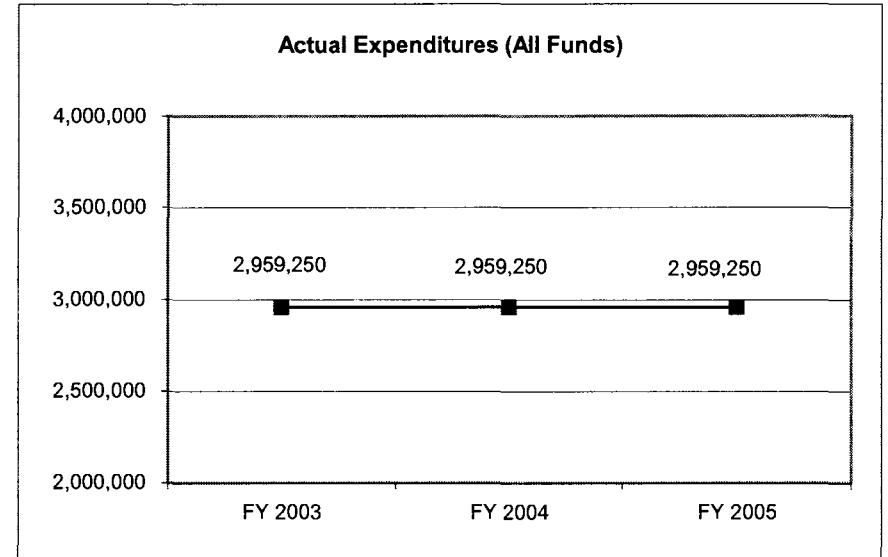
REAL Program

# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23520C</u>
<b>Division</b>	Library Services		
<b>Core -</b>	REAL Program		

## **4. FINANCIAL HISTORY**

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	2,959,250	2,959,250	2,959,250	2,959,250
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	2,959,250	2,959,250	2,959,250	N/A
Actual Expenditures (All Funds)	2,959,250	2,959,250	2,959,250	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



**NOTES:**

**CORE RECONCILIATION**

SECRETARY OF STATE

REAL

**5. CORE RECONCILIATION**

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	PD	0.00	2,959,250	0	0	2,959,250	
	<b>Total</b>	<b>0.00</b>	<b>2,959,250</b>	<b>0</b>	<b>0</b>	<b>2,959,250</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	[#2746] EE	0.00	2,959,250	0	0	2,959,250	
Core Reallocation	[#2746] PD	0.00	(2,959,250)	0	0	(2,959,250)	
<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	2,959,250	0	0	2,959,250	
	PD	0.00	0	0	0	0	
	<b>Total</b>	<b>0.00</b>	<b>2,959,250</b>	<b>0</b>	<b>0</b>	<b>2,959,250</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	2,959,250	0	0	2,959,250	
	PD	0.00	0	0	0	0	
	<b>Total</b>	<b>0.00</b>	<b>2,959,250</b>	<b>0</b>	<b>0</b>	<b>2,959,250</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>REAL</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	2,959,250	0.00	0	0.00	2,959,250	0.00	2,959,250	0.00
<b>TOTAL - EE</b>	<b>2,959,250</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,959,250</b>	<b>0.00</b>	<b>2,959,250</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	0	0.00	2,959,250	0.00	0	0.00	0	0.00
<b>TOTAL - PD</b>	<b>0</b>	<b>0.00</b>	<b>2,959,250</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$2,959,250</b>	<b>0.00</b>	<b>\$2,959,250</b>	<b>0.00</b>	<b>\$2,959,250</b>	<b>0.00</b>	<b>\$2,959,250</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$2,959,250</b>	<b>0.00</b>	<b>\$2,959,250</b>	<b>0.00</b>	<b>\$2,959,250</b>	<b>0.00</b>	<b>\$2,959,250</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** REAL Program

**1. What does this program do?**

The REAL Program provides Internet access, training and technical support for public libraries as well as licensing of shared electronic reference resources available to public libraries, K-12 schools, higher education, and state agencies.

Public libraries serve as the sole source of Internet access for many Missourians. In order for Missouri citizens to compete in an on-line environment for jobs and business revenue, they need a basic level of computer and Internet resource knowledge. Access to electronic resources via the Internet in public libraries provides the only widely available, public resource for both urban and rural low/moderate income families to access this information and gain the knowledge required to compete in an ever-increasing electronic economy. As schools increase the use of electronic resources in their curriculum, public libraries provide the only means for students to follow-up and complete research when the school closes and they have no computers or Internet access in their homes.

The REAL Program appropriation includes funding for four types of database services: a general periodicals database, databases for health and business, and a Missouri newspaper database. These services are heavily used by all types of libraries, and are available to state agencies. Without this program, most public libraries and schools will not be able to afford access to electronic information resources. Those that are able to afford access will individually pay a considerably higher per capita cost for these resources, thus wasting scarce taxpayer dollars. For example, this appropriation funds licenses for several products. One such product cost is \$459,000 annually for the license. If every K-12 school, public library, and higher education institution acquired their own license individually, the cost to the taxpayer (according to the database provider) would exceed \$5 million.

The Missouri Research and Educational Network (MOREnet) maintains a high-capacity, high speed statewide telecommunications network in the State of Missouri. The Remote Electronic Access for Libraries (REAL) Program is one of the contractual programs for MOREnet.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Mo. Constitution, Article X, Section 10

RSMo Ch. 181 .2

**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

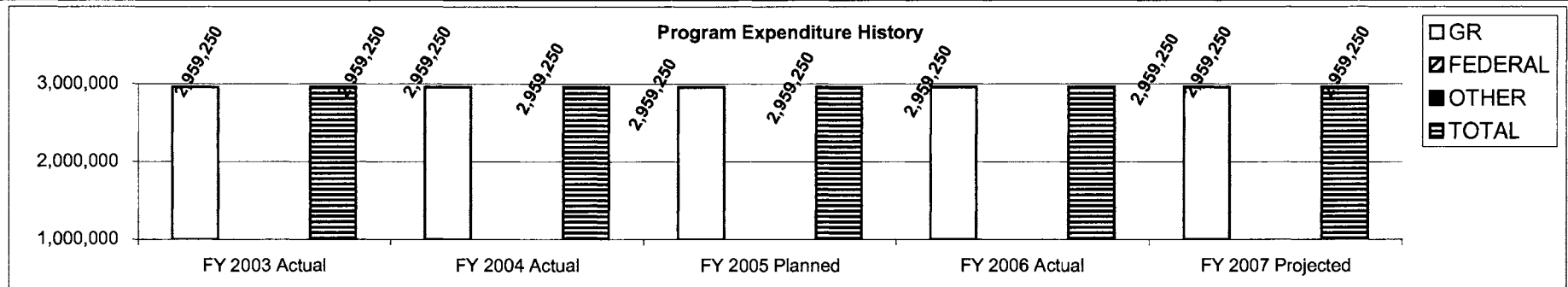
## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** REAL Program

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**

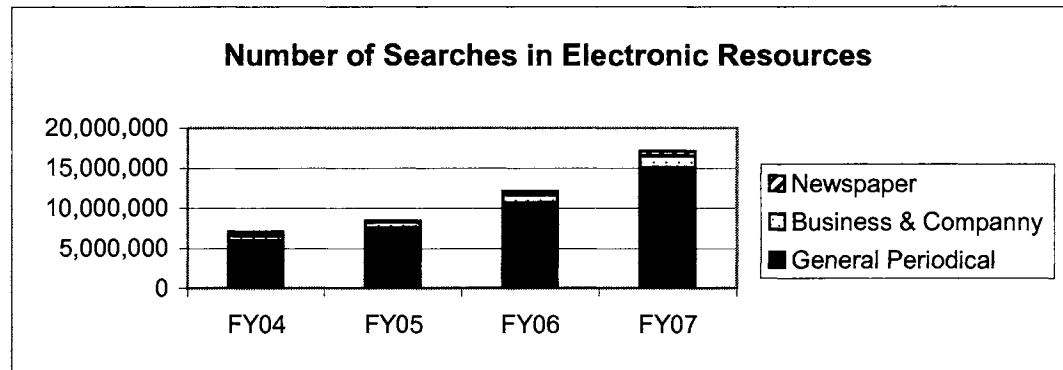


**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

Electronic Resource Usage



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

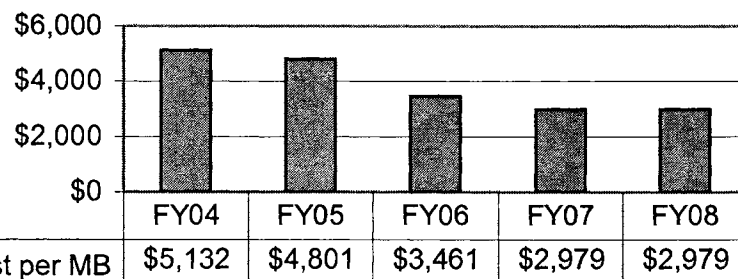
**Program is found in the following core budget(s):** REAL Program

**7b. Provide an efficiency measure.**

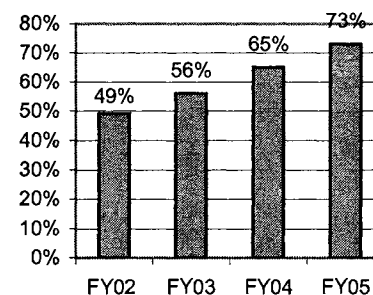
Circuit cost per Megabit of telecommunications access provided to libraries. Overall, costs per MB are lower than if negotiated by each library district.

Help desk ticket closure time:

**Cost per MB for Library connections**



**Per cent resolved within 16 hours**



**7c. Provide the number of clients/individuals served, if applicable.**

	2002	2003	2004	2005	2006	2007
Number of libraries participating	128	130	130	129	132	132
Percent of eligible library districts	85%	87%	87%	86%	88%	88%

**7d. Provide a customer satisfaction measure, if available.**

Helpdesk ticket customer survey for the REAL program.

Percent satisfied with help desk service

FY2003	94%
FY2004	95%
FY2005	96.5%

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>LIFT LITERACY PROGRAM</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
GENERAL REVENUE	0	0.00	0	0.00	69,450	0.00	69,450	0.00	
TOTAL - EE	0	0.00	0	0.00	69,450	0.00	69,450	0.00	
PROGRAM-SPECIFIC									
GENERAL REVENUE	69,450	0.00	69,450	0.00	0	0.00	0	0.00	
TOTAL - PD	69,450	0.00	69,450	0.00	0	0.00	0	0.00	
<b>TOTAL</b>	<b>69,450</b>	<b>0.00</b>	<b>69,450</b>	<b>0.00</b>	<b>69,450</b>	<b>0.00</b>	<b>69,450</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	237173C
<b>Division</b>	Library Services		
<b>Core -</b>	Literacy Investment for Tomorrow		

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request					FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	69,450	0	0	69,450	EE	69,450	0	0	69,450
PSD	0	0	0	0	PSD	0	0	0	0
<b>Total</b>	<b>69,450</b>	<b>0</b>	<b>0</b>	<b>69,450</b>	<b>Total</b>	<b>69,450</b>	<b>0</b>	<b>0</b>	<b>69,450</b>
<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>FTE</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Est. Fringe</b>	0	0	0	0	<b>Est. Fringe</b>	0	0	0	0
<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>					<i>Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.</i>				

Other Funds: None

Other Funds:

## 2. CORE DESCRIPTION

Literacy Investment for Tomorrow (LIFT) - Missouri is the State Literacy Resource Center. The Center offers Missourians a wide range of literacy-related information, toll-free referrals for learners and tutors, print and web-based resources, and training and technical assistance for librarians and their community constituents, as well as for adult and family literacy programs around the state. LIFT is governed by a 14-member statewide Board of Directors and has offices in St. Louis, Jefferson City, and Kansas City.

## 3. PROGRAM LISTING (list programs included in this core funding)

Literacy Investment for Tomorrow (LIFT)

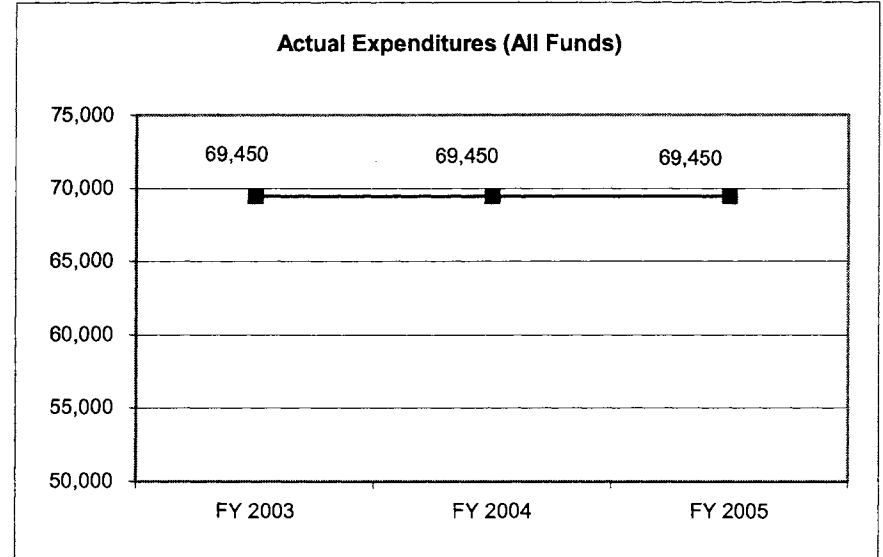
**CORE DECISION ITEM**

**Department**     Secretary of State  
**Division**        Library Services  
**Core -**             Literacy Investment for Tomorrow

**Budget Unit** 237173C

**4. FINANCIAL HISTORY**

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	69,450	69,450	69,450	69,450
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	69,450	69,450	69,450	N/A
Actual Expenditures (All Funds)	69,450	69,450	69,450	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



Reverted includes Governor's standard 3 percent reserve (when applicable) and any extraordinary withholdings.

**NOTES:**

**CORE RECONCILIATION**

**SECRETARY OF STATE**  
**LIFT LITERACY PROGRAM**

**5. CORE RECONCILIATION**

	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PD	0.00	69,450	0	0	69,450	
	<b>Total</b>	<b>0.00</b>	<b>69,450</b>	<b>0</b>	<b>0</b>	<b>69,450</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	[#2747] EE	0.00	69,450	0	0	69,450	
Core Reallocation	[#2747] PD	0.00	(69,450)	0	0	(69,450)	
<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	69,450	0	0	69,450	
	PD	0.00	0	0	0	0	
	<b>Total</b>	<b>0.00</b>	<b>69,450</b>	<b>0</b>	<b>0</b>	<b>69,450</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	69,450	0	0	69,450	
	PD	0.00	0	0	0	0	
	<b>Total</b>	<b>0.00</b>	<b>69,450</b>	<b>0</b>	<b>0</b>	<b>69,450</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIFT LITERACY PROGRAM</b>								
<b>CORE</b>								
PROFESSIONAL SERVICES	0	0.00	0	0.00	69,450	0.00	69,450	0.00
<b>TOTAL - EE</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>69,450</b>	<b>0.00</b>	<b>69,450</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	69,450	0.00	69,450	0.00	0	0.00	0	0.00
<b>TOTAL - PD</b>	<b>69,450</b>	<b>0.00</b>	<b>69,450</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>	<b>\$69,450</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** Literacy Investment for Tomorrow

### 1. What does this program do?

As Missouri's Literacy Resource Center, LIFT provides one stop service for both learners and program providers about literacy resources for Missouri.

LIFT provides these information services by:

- operating a toll-free literacy hotline;
- maintaining a website which attracts over 18,000 visitors annually;
- managing literacy training and technical assistance projects for more than 15 years;
- administering multiple statewide projects and meeting stringent accountability measures from state and federal funding sources;
- developing and strengthening collaborative projects, including a wide range of partner agencies and organizations, around issues related to literacy
- integrating technology into professional development (including web-based resources and distance learning);
- designing and delivering effective evaluation components of projects which meet accountability standards and are used to improve service delivery;
- creating new, research-based professional development opportunities on improving reading instruction and strengthening literacy programs.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Missouri Revised Statues 181.021

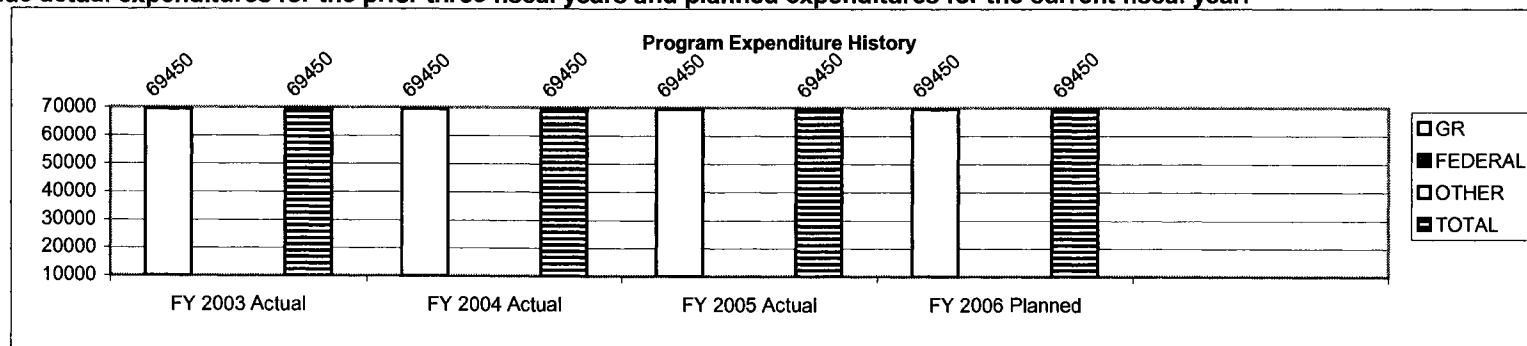
### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

### 5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.



## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

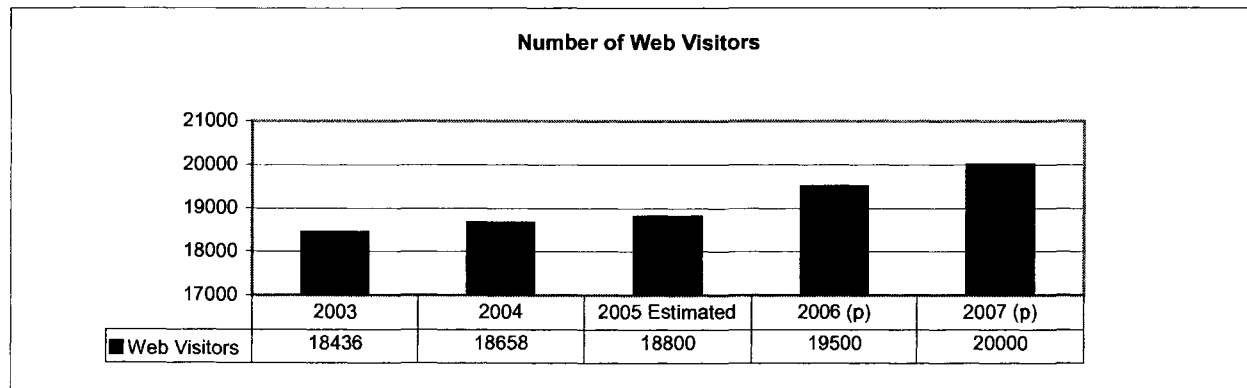
**Program is found in the following core budget(s):** Literacy Investment for Tomorrow

**6. What are the sources of the "Other " funds?**

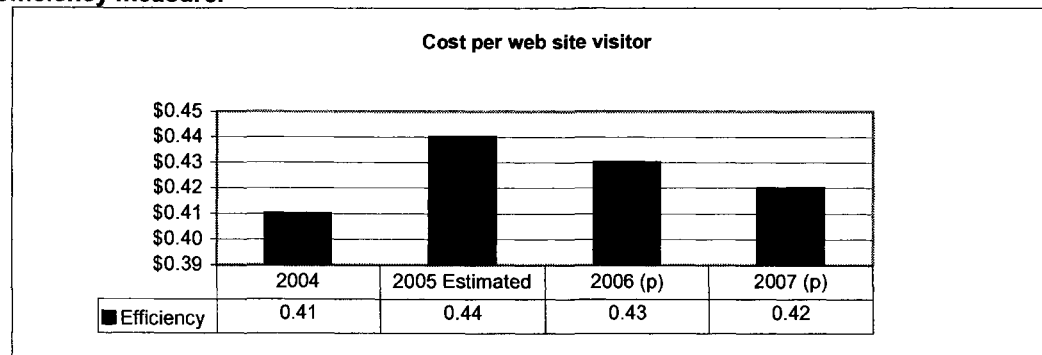
None

**7a. Provide an effectiveness measure.**

High web site activity demonstrates effectiveness of agency as information provider for users



**7b. Provide an efficiency measure.**



## PROGRAM DESCRIPTION

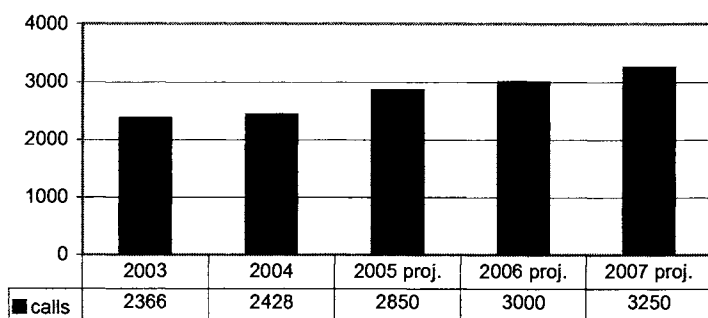
**Department:** Secretary of State

**Program Name:** Library Services

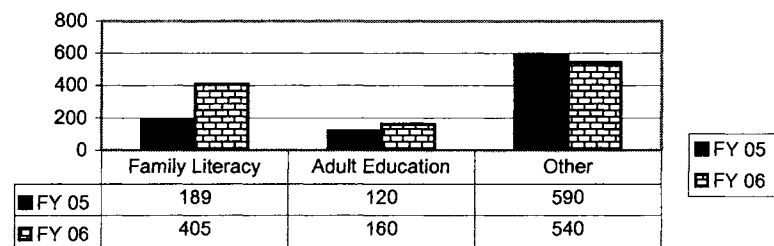
**Program is found in the following core budget(s):** Literacy Investment for Tomorrow

**7c. Provide the number of clients/individuals served, if applicable.**

**Calls to toll-free resource line**



**Number of Participants by Type of Training**



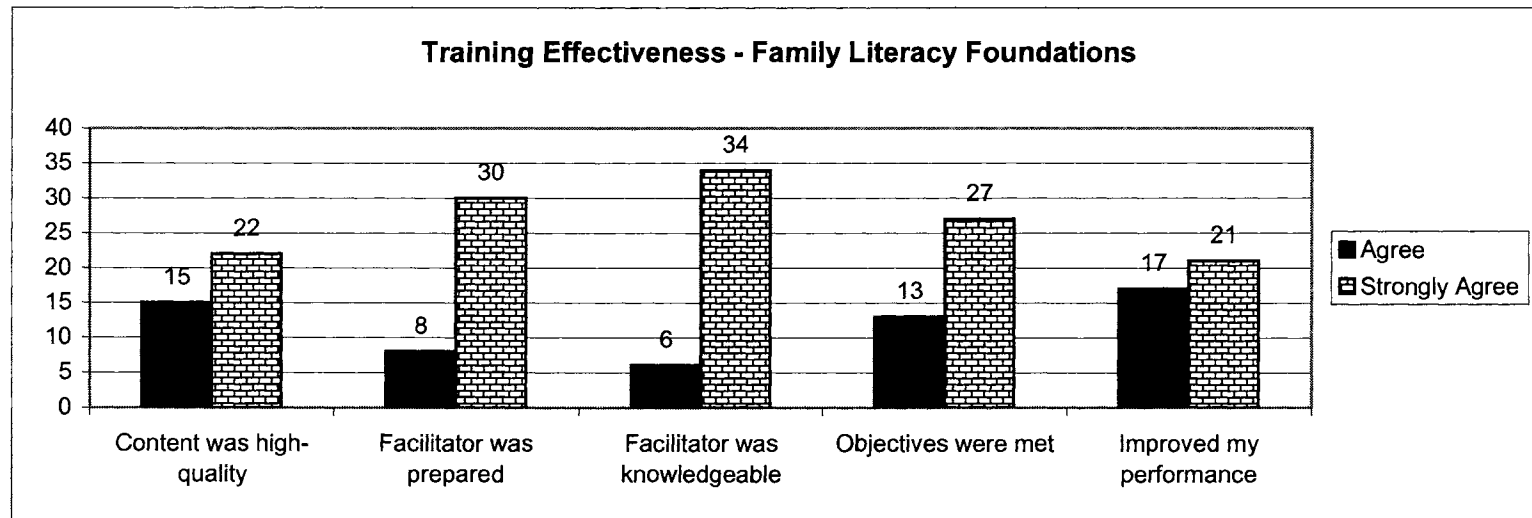
**PROGRAM DESCRIPTION**

Department: Secretary of State

Program Name: Library Services

Program is found in the following core budget(s): Literacy Investment for Tomorrow

7d. Provide a customer satisfaction measure, if available.





# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>FEDERAL AID FOR PUBLIC LIBRAR</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
SEC OF STATE-FEDERAL FUNDS	486,397	0.00	600,000	0.00	599,999	0.00	599,999	0.00	
TOTAL - EE	486,397	0.00	600,000	0.00	599,999	0.00	599,999	0.00	
PROGRAM-SPECIFIC									
SEC OF STATE-FEDERAL FUNDS	1,161,186	0.00	2,150,000	0.00	2,150,001	0.00	2,150,001	0.00	
TOTAL - PD	1,161,186	0.00	2,150,000	0.00	2,150,001	0.00	2,150,001	0.00	
<b>TOTAL</b>	<b>1,647,583</b>	<b>0.00</b>	<b>2,750,000</b>	<b>0.00</b>	<b>2,750,000</b>	<b>0.00</b>	<b>2,750,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$1,647,583</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	

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**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23722C
<b>Division</b>	Library Services		
<b>Core -</b>	Federal Aid for Public Libraries		

**1. CORE FINANCIAL SUMMARY**

FY 2007 Budget Request					FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	600,000	0	600,000	EE	0	600,000	0	600,000
PSD	0	2,150,000	0	2,150,000	PSD	0	2,150,000	0	2,150,000
<b>Total</b>	<b>0</b>	<b>2,750,000</b>	<b>0</b>	<b>2,750,000</b>	<b>Total</b>	<b>0</b>	<b>2,750,000</b>	<b>0</b>	<b>2,750,000</b>
 FTE	 0.00	 0.00	 0.00	 0.00	 FTE	 0.00	 0.00	 0.00	 0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. CORE DESCRIPTION**

It is the purpose of the Library Services and Technology Act Fund (LSTA) to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages. Libraries have identified needs to make increased use of technology and train staff and library users in its effective use. This implements the long-range plan to use federal funds to develop stronger library services.

**3. PROGRAM LISTING (list programs included in this core funding)**

Federal aid for public libraries.

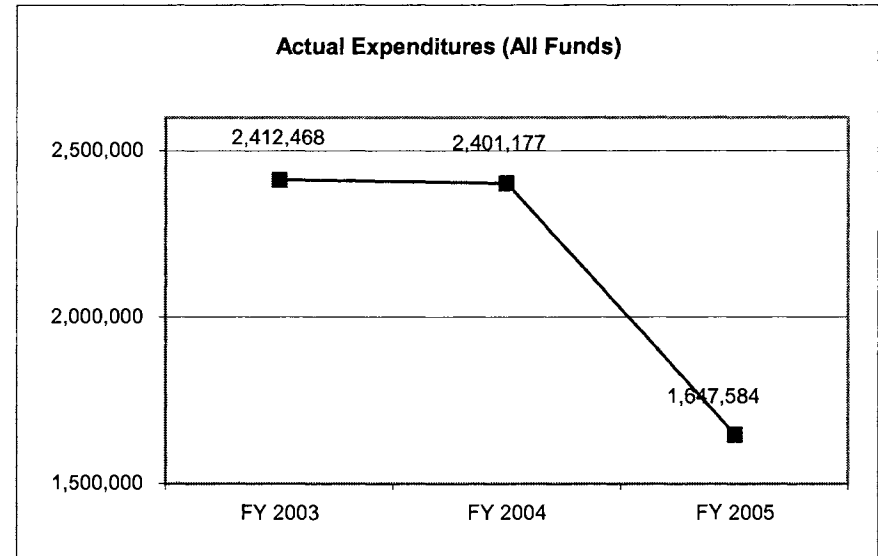
# CORE DECISION ITEM

**Department** Secretary of State  
**Division** Library Services  
**Core -** Federal Aid for Public Libraries

**Budget Unit** 23722C

## 4. FINANCIAL HISTORY

	FY 2003 Actual	FY 2004 Actual	FY 2005 Actual	FY 2006 Current Yr.
Appropriation (All Funds)	1,500,000	1,500,000	2,750,000	2,750,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	1,500,000	1,500,000	2,750,000	N/A
Actual Expenditures (All Funds)	2,412,468	2,401,177	1,647,584	N/A
Unexpended (All Funds)	(912,468)	(901,177)	1,102,416	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	(912,468)	(901,177)	1,102,416	N/A
Other	0	0	0	N/A



### NOTES:

Appropriation authority for FY2003-FY2004 was less than the actual amount of the federal funds awarded to Missouri. This problem was corrected in FY2005. LSTA funds may be spent over a two year period.

## CORE RECONCILIATION

SECRETARY OF STATE  
FEDERAL AID FOR PUBLIC LIBRAR

### 5. CORE RECONCILIATION

	Budget Class	FTE	GR	Federal	Other	Total	Explanation
<b>TAFP AFTER VETOES</b>							
	EE	0.00	0	600,000	0	600,000	
	PD	0.00	0	2,150,000	0	2,150,000	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>2,750,000</b>	<b>0</b>	<b>2,750,000</b>	
<b>DEPARTMENT CORE ADJUSTMENTS</b>							
Core Reallocation	[#2748] EE	0.00	0	(1)	0	(1)	
Core Reallocation	[#2748] PD	0.00	0	1	0	1	
<b>NET DEPARTMENT CHANGES</b>		<b>0.00</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	EE	0.00	0	599,999	0	599,999	
	PD	0.00	0	2,150,001	0	2,150,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>2,750,000</b>	<b>0</b>	<b>2,750,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	EE	0.00	0	599,999	0	599,999	
	PD	0.00	0	2,150,001	0	2,150,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>2,750,000</b>	<b>0</b>	<b>2,750,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>FEDERAL AID FOR PUBLIC LIBRAR</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	21,151	0.00	32,000	0.00	32,000	0.00	32,000	0.00
TRAVEL, OUT-OF-STATE	2,844	0.00	1	0.00	1	0.00	1	0.00
SUPPLIES	32,078	0.00	6,000	0.00	5,998	0.00	5,998	0.00
PROFESSIONAL DEVELOPMENT	5,774	0.00	500	0.00	500	0.00	500	0.00
PROFESSIONAL SERVICES	411,819	0.00	524,299	0.00	524,299	0.00	524,299	0.00
REAL PROPERTY RENTALS & LEASES	257	0.00	1,000	0.00	1,000	0.00	1,000	0.00
EQUIPMENT RENTALS & LEASES	0	0.00	1,200	0.00	1,201	0.00	1,201	0.00
MISCELLANEOUS EXPENSES	12,474	0.00	35,000	0.00	35,000	0.00	35,000	0.00
<b>TOTAL - EE</b>	<b>486,397</b>	<b>0.00</b>	<b>600,000</b>	<b>0.00</b>	<b>599,999</b>	<b>0.00</b>	<b>599,999</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	1,160,833	0.00	2,150,000	0.00	2,150,000	0.00	2,150,000	0.00
REFUNDS	353	0.00	0	0.00	1	0.00	1	0.00
<b>TOTAL - PD</b>	<b>1,161,186</b>	<b>0.00</b>	<b>2,150,000</b>	<b>0.00</b>	<b>2,150,001</b>	<b>0.00</b>	<b>2,150,001</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$1,647,583</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$1,647,583</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>	<b>\$2,750,000</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department: Secretary of State**

**Program Name: Library Services**

**Program is found in the following core budget(s): Federal Aid for Public Libraries**

### **1. What does this program do?**

The purpose of the Library Services and Technology Act Fund (LSTA) is to stimulate excellence and promote access to learning and information resources in all types of libraries and for individuals of all ages, including targeted populations. The Missouri State Library is the State Library Administrative Agency for LSTA funds awarded annually to Missouri. Based on needs identified by Missouri libraries and a formal assessment of the 1998 - 2002 State Five Year Plan, approved by the Institute for Museum and Library Services (IMLS), the federal agency which administers the LSTA funds, the Missouri State Library developed a Five Year Plan for 2003 -- 2008. As required, the Plan was approved by the Institute for Museum and Library Services.

To implement the 2003 - 2008 Five Year Plan, the Missouri State Library developed programs to provide:

1. Access to technology and electronic information services, including a videoconferencing network;
2. Consistently planned and assessed training and continuing education for library staffs and trustees;
3. Scholarships to qualified applicants to study library science and recruit new people to the field;
4. Library services and equipment to targeted populations needing extra assistance in using libraries;
5. Programs to improve library services for senior citizens and youth;
6. Programs to address literacy issues, including those of non-native English speakers;
7. Partnership development training.

### **2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

Library Services and Technology Act; Public Law 104-298, as amended.

### **3. Are there federal matching requirements? If yes, please explain.**

Yes, states must provide a 34% match in general revenue funding. States are also required to maintain their level of effort of expenditures for library purposes, as calculated over a 3-year average.

### **4. Is this a federally mandated program? If yes, please explain.**

All states receive funds under The Museum and Library Services Act of 2003. Funds are calculated by formula under the law and reserved to the states.

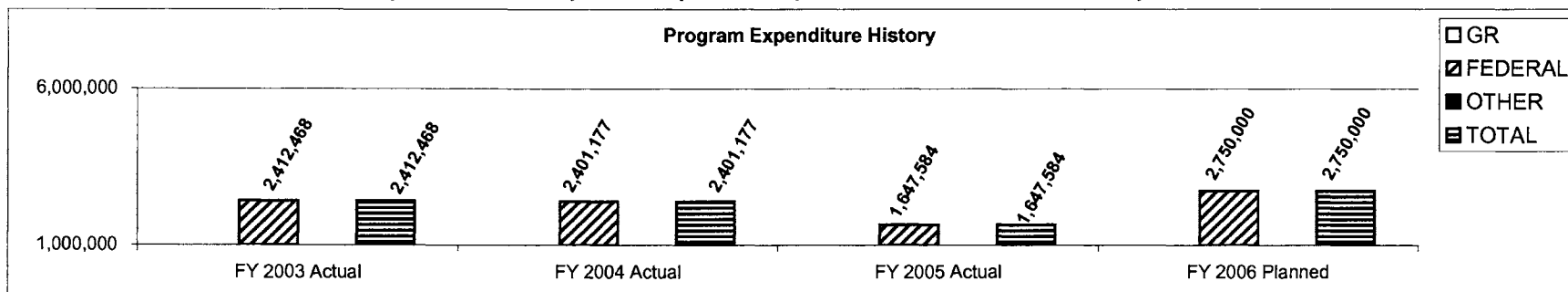
## PROGRAM DESCRIPTION

**Department:** Secretary of State

**Program Name:** Library Services

**Program is found in the following core budget(s):** Federal Aid for Public Libraries

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**

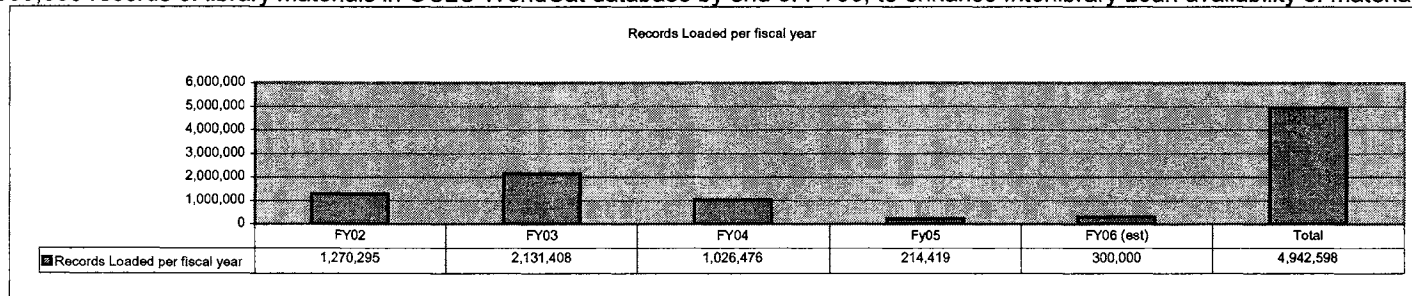


**6. What are the sources of the "Other " funds?**

None

**7a. Provide an effectiveness measure.**

Target: Load 6,000,000 records of library materials in OCLC WorldCat database by end of FY06, to enhance Interlibrary Loan availability of materials for library



## PROGRAM DESCRIPTION

**Department: Secretary of State**

**Program Name: Library Services**

**Program is found in the following core budget(s): Federal Aid for Public Libraries**

**7b. Provide an efficiency measure.**

Cost per transaction - Show Me the World Interlibrary Loan Program.

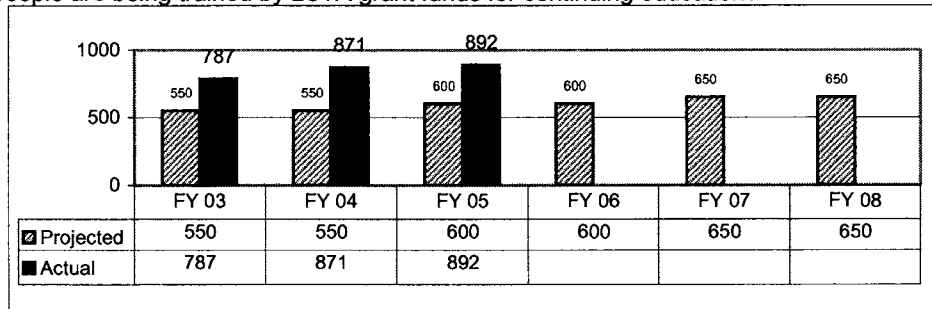
	2003	2004	2005
# of transactions	182,586	181,402	215,644
Cost	143,062	150,000	191,718
Cost per ILL*	\$0.78	\$0.83	\$0.89

Does not include local library costs

Studies show ILL transactions, including staff costs, to range from \$7.00 to \$18.35 per transaction, depending on type of library and type of material.

**7c. Provide the number of clients/individuals served, if applicable.**

How many people are being trained by LSTA grant funds for continuing education?



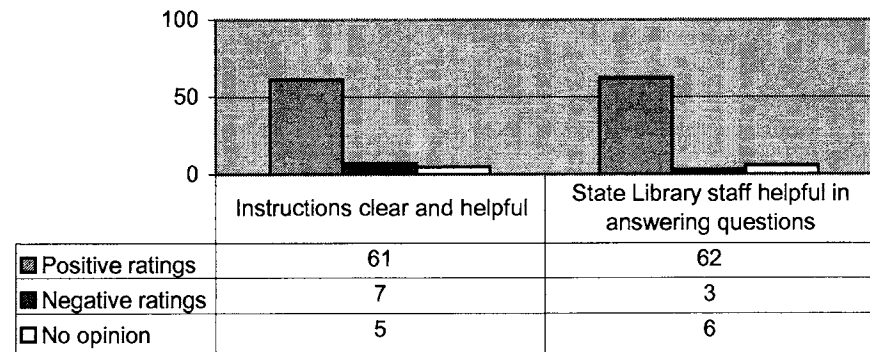
**7d. Provide a customer satisfaction measure, if available.**

Responses to a customer satisfaction survey

conducted August, 2005:

Participants rated satisfaction on a 5 point scale.

### Satisfaction with LSTA Program administration





# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>LIBRARY NETWORKING FUND</b>									
<b>CORE</b>									
EXPENSE & EQUIPMENT									
LIBRARY NETWORKING FUND	33,055	0.00	0	0.00	0	0.00	0	0.00	
TOTAL - EE	33,055	0.00	0	0.00	0	0.00	0	0.00	
PROGRAM-SPECIFIC									
LIBRARY NETWORKING FUND	12,723	0.00	550,001	0.00	550,001	0.00	550,001	0.00	
TOTAL - PD	12,723	0.00	550,001	0.00	550,001	0.00	550,001	0.00	
<b>TOTAL</b>	<b>45,778</b>	<b>0.00</b>	<b>550,001</b>	<b>0.00</b>	<b>550,001</b>	<b>0.00</b>	<b>550,001</b>	<b>0.00</b>	
<b>Full Dedication - Ath &amp; Ent - 1231002</b>									
PROGRAM-SPECIFIC									
LIBRARY NETWORKING FUND	0	0.00	0	0.00	2,440,000	0.00	450,000	0.00	
TOTAL - PD	0	0.00	0	0.00	2,440,000	0.00	450,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,440,000</b>	<b>0.00</b>	<b>450,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$45,778</b>	<b>0.00</b>	<b>\$550,001</b>	<b>0.00</b>	<b>\$2,990,001</b>	<b>0.00</b>	<b>\$1,000,001</b>	<b>0.00</b>	

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# CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core -</b>	Library Networking Fund		

## 1. CORE FINANCIAL SUMMARY

FY 2007 Budget Request					FY 2007 Governor's Recommendation				
	GR	Federal	Other	Total		GR	Fed	Other	Total
PS	0	0	0	0	PS	0	0	0	0
EE	0	0	0	0	EE	0	0	0	0
PSD	0	0	550,001	550,001	PSD	0	0	550,001	550,001
<b>Total</b>	<b>0</b>	<b>0</b>	<b>550,001</b>	<b>550,001</b>	<b>Total</b>	<b>0</b>	<b>0</b>	<b>550,001</b>	<b>550,001</b>
FTE	0.00	0.00	0.00	0.00	FTE	0.00	0.00	0.00	0.00

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds: 0822 Library Networking Fund

<b>Est. Fringe</b>	0	0	0	0
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Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.

Other Funds:

## 2. CORE DESCRIPTION

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers will be distributed to public libraries for purchase of library materials. This funding will add to the funds used to meet Missouri citizen needs for accurate and reliable information from libraries. Funds will be appropriated to the Library Networking Fund. Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (RSMo 182.812) and used according to the purposes of the gift (RSMo 181.021). Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

## 3. PROGRAM LISTING (list programs included in this core funding)

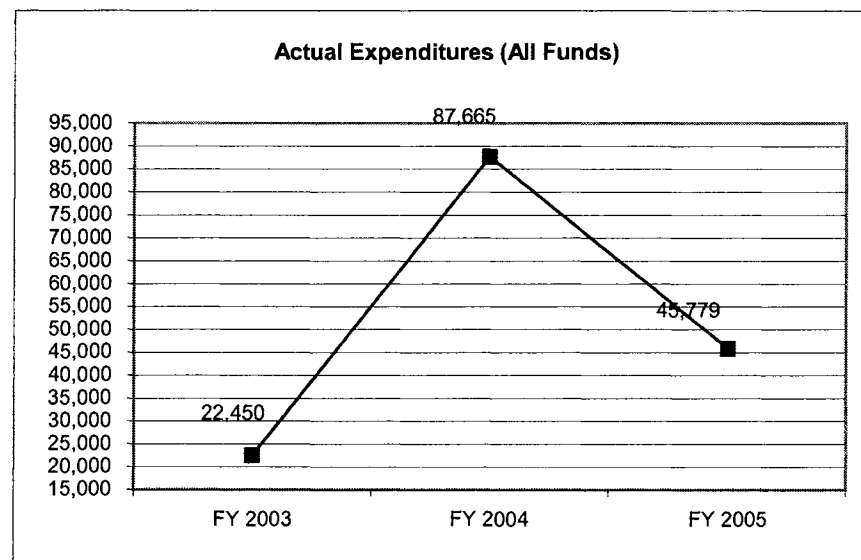
Athlete & Entertainers' appropriation for public library materials  
Library Gift and Special Projects Fund

# **CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core -</b>	Library Networking Fund		

## **4. FINANCIAL HISTORY**

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	1	1	450,001	550,001
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	1	1	450,001	N/A
Actual Expenditures (All Funds)	22,450	87,665	45,779	N/A
Unexpended (All Funds)	(22,449)	(87,664)	404,222	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	(22,449)	(87,664)	404,222	N/A



## **NOTES:**

No transfers from the Athlete & Entertainers Fund were made in 2003, 2004, and 2005. \$100,000 was appropriated for FY2006  
Private gifts and grants were expended in FY2003 through FY2005.

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**CORE RECONCILIATION**

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**SECRETARY OF STATE**  
**LIBRARY NETWORKING FUND**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<hr/>							
<b>TAFP AFTER VETOES</b>	PD	0.00	0	0	550,001	550,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>550,001</b>	<b>550,001</b>	
<hr/>							
<b>DEPARTMENT CORE REQUEST</b>	PD	0.00	0	0	550,001	550,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>550,001</b>	<b>550,001</b>	
<hr/>							
<b>GOVERNOR'S RECOMMENDED CORE</b>	PD	0.00	0	0	550,001	550,001	
	<b>Total</b>	<b>0.00</b>	<b>0</b>	<b>0</b>	<b>550,001</b>	<b>550,001</b>	
<hr/>							

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIBRARY NETWORKING FUND</b>								
<b>CORE</b>								
TRAVEL, IN-STATE	710	0.00	0	0.00	0	0.00	0	0.00
SUPPLIES	36	0.00	0	0.00	0	0.00	0	0.00
PROFESSIONAL SERVICES	32,309	0.00	0	0.00	0	0.00	0	0.00
<b>TOTAL - EE</b>	<b>33,055</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>
PROGRAM DISTRIBUTIONS	12,723	0.00	550,001	0.00	550,001	0.00	550,001	0.00
<b>TOTAL - PD</b>	<b>12,723</b>	<b>0.00</b>	<b>550,001</b>	<b>0.00</b>	<b>550,001</b>	<b>0.00</b>	<b>550,001</b>	<b>0.00</b>
<b>GRAND TOTAL</b>	<b>\$45,778</b>	<b>0.00</b>	<b>\$550,001</b>	<b>0.00</b>	<b>\$550,001</b>	<b>0.00</b>	<b>\$550,001</b>	<b>0.00</b>
<b>GENERAL REVENUE</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>FEDERAL FUNDS</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>
<b>OTHER FUNDS</b>	<b>\$45,778</b>	<b>0.00</b>	<b>\$550,001</b>	<b>0.00</b>	<b>\$550,001</b>	<b>0.00</b>	<b>\$550,001</b>	<b>0.00</b>

## PROGRAM DESCRIPTION

**Department - Secretary of State**

**Program Name - Library Services**

**Program is found in the following core budget(s): Library Networking Fund**

**1. What does this program do?**

Gifts, contributions and bequests from federal, private, or other sources may be deposited to the Library Networking Fund and used according to the proposed use of the gift. The State Library is currently administering a grant from the Bill and Melinda Gates Foundation in support of technology in public libraries. The Library has received funds from other Missouri foundations and corporations with an interest in literacy, library services for immigrant populations, and library support for economic development activities. The State Library is providing training for library staff on effective partnering with local funders and community groups to address special community needs.

**2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)**

RSMo 181.021, and RSMo 182.812, Library Networking Fund.

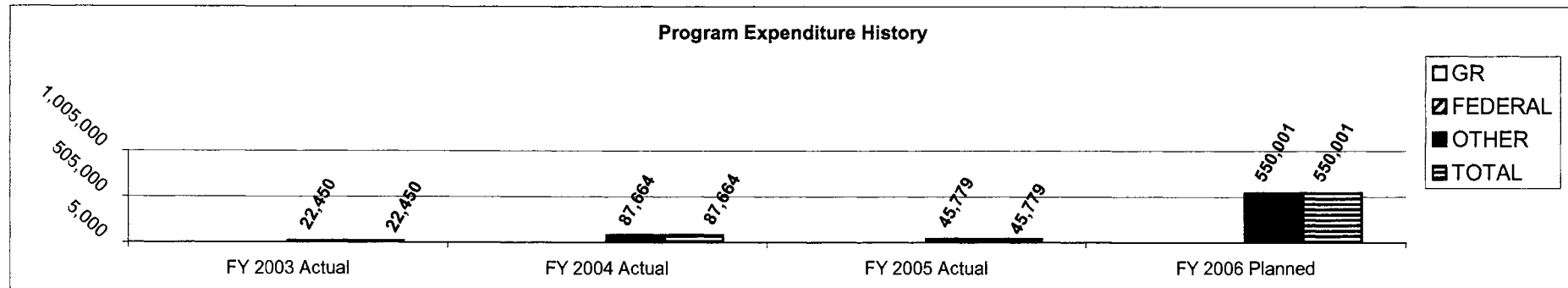
**3. Are there federal matching requirements? If yes, please explain.**

No

**4. Is this a federally mandated program? If yes, please explain.**

No

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

Bill & Melinda Gates Foundation, private foundations and corporations

## PROGRAM DESCRIPTION

**Department - Secretary of State**

**Program Name - Library Services**

**Program is found in the following core budget(s): Library Networking Fund**

**7a. Provide an effectiveness measure.**

Twenty-six libraries received a security risk assessment of their computer networks as part of this grant program and eight of these libraries received grant funds to help with the purchase of equipment to make their networks less susceptible to hackers and other security threats.

**7b. Provide an efficiency measure.**

**7c. Provide the number of clients/individuals served, if applicable.**

50 libraries received computer hardware upgrades in 2005 in an effort to get reliable computers placed throughout Missouri

50 library staff have received training through this grant so far. Over the course of the next year and a half, it is anticipated that there will be two hundred more library staff that receive training

**7d. Provide a customer satisfaction measure, if available.**

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

**Department:** Secretary of State  
**Division:** Library Services  
**DI Name:** Library Networking Fund **DI Number:** \_\_\_\_\_

**1. AMOUNT OF REQUEST**

FY 2007 Budget Request				
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	2,440,000	0	2,440,000	4,880,000 E
<b>Total</b>	<b>2,440,000</b>	<b>0</b>	<b>2,440,000</b>	<b>4,880,000 E</b>

FTE                      0.00            0.00            0.00            0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: 0822 Library Networking Fund

FY 2007 Governor's Recommendation				
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	450,000	0	450,000	900,000
<b>Total</b>	<b>450,000</b>	<b>0</b>	<b>450,000</b>	<b>900,000</b>

FTE                      0.00            0.00            0.00            0.00

<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds:

**2. THIS REQUEST CAN BE CATEGORIZED AS:**

_____ New Legislation	_____ New Program	_____ Supplemental
_____ Federal Mandate	_____ Program Expansion	_____ Cost to Continue
_____ GR Pick-Up	_____ Space Request	_____ Equipment Replacement
_____ Pay Plan	_____ <b>x</b> Other: _____	_____ Restoration of statutory program



**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

<b>Department:</b> Secretary of State	
<b>Division:</b> Library Services	
<b>DI Name:</b> Library Networking Fund	<b>DI Number:</b>

**3. WHY IS THIS FUNDING NEEDED? PROVIDE AN EXPLANATION FOR ITEMS CHECKED IN #2. INCLUDE THE FEDERAL OR STATE STATUTORY OR CONSTITUTIONAL AUTHORIZATION FOR THIS PROGRAM.**

Ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers will be distributed to public libraries for purchase of library materials. This funding will add to the total local funds used to meet Missouri citizen needs for high quality materials. Funds will be appropriated to the Library Networking Fund. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

Families need interesting, well-written, attractive books to develop children's interest in reading and learning. Reading aloud to young children has been found to be a major factor in later reading achievement. All families need access to picture books and learning materials for their children, whether or not they can afford to purchase them. Many studies, including a recent one in Missouri, show a particular link between summer reading programs and reading ability in children. Many adults are life-long learners, using books and library materials for mental growth. Citizens without personal access to wide information resources are less likely to become an information underclass, if they can access resources through a well-stocked library. They will successfully find accurate, reliable information in their local libraries. Missourians requesting information in rapidly changing fields such as health and consumer information will be able to access information they need to make informed decisions, search for jobs, plan career changes, and inform themselves as citizens. In addition, research shows language ability to be the foundation for the ability of adults to gain new knowledge throughout life. Studies of cognitive skill development in adults suggest learning of new skills is largely dependent on increasing language facility, which itself requires close reading of challenging material as a key factor. (Leamnsen, Robert *Interactive Learning Environments*, Aug 2002, p.93ff.) Older adults, especially, benefit from using library materials to maintain mental sharpness. Current research indicates a link between engaging in mentally challenging activities, such as reading, throughout adulthood and decreasing the risk of developing Alzheimer's disease. (Miller, *Science Now*, 3/6/01, p.1). Libraries should be considered the mental gymnasiums for our society, where people seek exercise for their brains to maintain good mental health.

This program provides funds to Missouri public libraries for books, audio, video, and other information materials to meet their user's needs for learning and quality information. Many smaller libraries retain outdated books since they can only afford to replace a few of their reference and non-fiction books each year. In fields where information changes rapidly such as health, sciences, business, and consumer information, new items should be purchased regularly to avoid incorrect and sometimes harmful information. Periodical prices have soared in the last decade. Resources previously used for books and periodicals have often had to be diverted to electronic resources. While electronic resources are necessary for access to some information, print and audiovisual resources are still vital to meet information and learning needs.

This funding is authorized by Sections 143.183 and 182.812 (Library Networking Fund), RSMo.

**NEW DECISION ITEM**  
**RANK: \_\_\_\_\_ OF \_\_\_\_\_**

**Department:** Secretary of State  
**Division:** Library Services  
**DI Name:** Library Networking Fund **DI Number:** \_\_\_\_\_

**4. DESCRIBE THE DETAILED ASSUMPTIONS USED TO DERIVE THE SPECIFIC REQUESTED AMOUNT.** (How did you determine that the requested number of FTE were appropriate? From what source or standard did you derive the requested levels of funding? Were alternatives such as outsourcing or automation considered? If based on new legislation, does request tie to TAFP fiscal note? If not, explain why. Detail which portions of the request are one-times and how those amounts were calculated.)

The Missouri Department of Revenue estimates the income tax on out-of-state athletes and entertainers. The Department of Revenue has increased their estimate of the amount of income tax attributed to out-of-state athletes and entertainers based on three factors: 1) Improvements in data collection on the income tax forms 2) More diligence in contacting entertainment venues for collection of the tax 3) Inclusion in the income tax estimate of the payments from athletes who live out-of-state but play on Missouri teams. This request is ongoing based on yearly revenue received. Statutory authority for transfers from this fund is found in Section 143.183 (6), RSMo.

**5. BREAK DOWN THE REQUEST BY BUDGET OBJECT CLASS, JOB CLASS, AND FUND SOURCE. IDENTIFY ONE-TIME COSTS.**

Budget Object Class	Job Class	Dept Req GR	Dept Req FED	Dept Req OTHER	Dept Req TOTAL	Dept Req One-Times	Gov Rec GR	Gov Rec FED	Gov Rec OTHER	Gov Rec TOTAL	Gov Rec One-Times
Salaries/Wages					0					0	
<b>Total PS</b>		0	0	0	0	0	0	0	0	0	0
<b>Total FTE</b>					0.0					0.0	
					0					0	
					0					0	
					0					0	
<b>Total EE</b>		0	0	0	0	0	0	0	0	0	0
Program Distributions	800	2,440,000		2,440,000	4,880,000		450,000		450,000	900,000	
<b>Total PSD</b>		2,440,000	0	2,440,000	4,880,000	0	450,000	0	450,000	900,000	0
<b>Grand Total</b>		2,440,000	0	2,440,000	4,880,000	0	450,000	0	450,000	900,000	0

NEW DECISION ITEM  
RANK: \_\_\_\_\_ OF \_\_\_\_\_

Department: Secretary of State

Division: Library Services

DI Name: Library Networking Fund

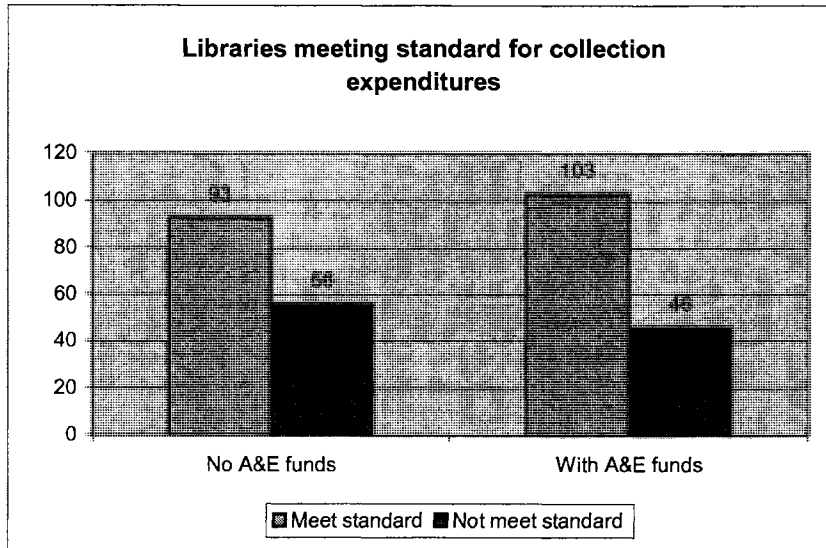
DI Number: \_\_\_\_\_

**6. PERFORMANCE MEASURES (If new decision item has an associated core, separately identify projected performance with & without additional funding.)**

**6a. Provide an effectiveness measure.**

Number of libraries which would meet standard for collection expenditures.

Based on FY2004 collection expenditures



**6b. Provide an efficiency measure.**

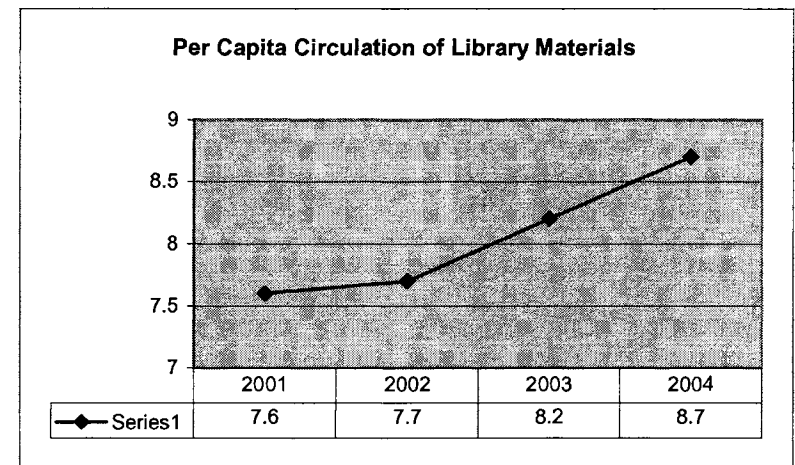


Figure based on resident populations of library districts.

Missouri ranked 18th among all states in 2003 in usage of materials.

This high demand indicates need to keep collections up to date for users.

**NEW DECISION ITEM**  
**RANK:** \_\_\_\_\_ **OF** \_\_\_\_\_

**Department:** Secretary of State  
**Division:** Library Services  
**DI Name:** Library Networking Fund **DI Number:** \_\_\_\_\_

6c. Provide the number of clients/individuals served, if applicable.					6d. Provide a customer satisfaction measure, if available.						
Residents of library districts receiving funds					Increased materials available for library users						
	2004	2005	2006	2007		FY2002	FY2003	FY2004	FY2005	FY2006	Fy2007
# of library districts	165	166	166	166	Funds	\$376,569	\$0	\$0	\$0	\$100,000	\$2,540,000
					# of items	12,552	0	0	0	3,333	84,666
Population	5,113,162	5,118,448	5,118,448	5,118,448							

**7. STRATEGIES TO ACHIEVE THE PERFORMANCE MEASUREMENT TARGETS:**

Funds would be distributed from the Missouri State Library Networking Fund to public libraries. The fund amount to be distributed to each library would be determined in the following way: First, a base payment to every library district to provide a minimum state amount for library materials. Second, funds would be distributed to provide a state incentive added to local moneys spent on materials. Libraries will be required to maintain or increase their current library material expenditure as a local match to receive funds from this program. Libraries with material budgets of over \$1 million are given a lump sum payment. Statistics on library circulation and expenditures are collected from public libraries each year.

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIBRARY NETWORKING FUND</b>								
<b>Full Dedication - Ath &amp; Ent - 1231002</b>								
PROGRAM DISTRIBUTIONS	0	0.00	0	0.00	2,440,000	0.00	450,000	0.00
TOTAL - PD	0	0.00	0	0.00	2,440,000	0.00	450,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$2,440,000</b>	<b>0.00</b>	<b>\$450,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$2,440,000	0.00	\$450,000	0.00

# DECISION ITEM SUMMARY

Budget Unit									
Decision Item	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007	
Budget Object Summary	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC	
Fund	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	
<b>LIBRARY NETWORKING-TRANSFER</b>									
<b>CORE</b>									
PROGRAM-SPECIFIC									
GENERAL REVENUE	0	0.00	100,000	0.00	100,000	0.00	100,000	0.00	
TOTAL - PD	0	0.00	100,000	0.00	100,000	0.00	100,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>	<b>100,000</b>	<b>0.00</b>	
<b>Full Dedication-Ath&amp;Ent-GR TRF - 1231003</b>									
FUND TRANSFERS									
GENERAL REVENUE	0	0.00	0	0.00	2,440,000	0.00	450,000	0.00	
TOTAL - TRF	0	0.00	0	0.00	2,440,000	0.00	450,000	0.00	
<b>TOTAL</b>	<b>0</b>	<b>0.00</b>	<b>0</b>	<b>0.00</b>	<b>2,440,000</b>	<b>0.00</b>	<b>450,000</b>	<b>0.00</b>	
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$100,000</b>	<b>0.00</b>	<b>\$2,540,000</b>	<b>0.00</b>	<b>\$550,000</b>	<b>0.00</b>	

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### CORE DECISION ITEM

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	23727C
<b>Division</b>	Library Services		
<b>Core -</b>	Library Networking Fund Transfer		

**1. CORE FINANCIAL SUMMARY**

	FY 2007 Budget Request			
	GR	Federal	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	100,000	0	0	100,000
<b>Total</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>

FTE	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

	FY 2007 Governor's Recommendation			
	GR	Fed	Other	Total
PS	0	0	0	0
EE	0	0	0	0
PSD	100,000	0	0	100,000
<b>Total</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>

FTE	0.00	0.00	0.00	0.00
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<b>Est. Fringe</b>	0	0	0	0
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*Note: Fringes budgeted in House Bill 5 except for certain fringes budgeted directly to MoDOT, Highway Patrol, and Conservation.*

Other Funds: 0822 Library Networking Fund

Other Funds:

**2. CORE DESCRIPTION**

This transfer of ten percent of the estimated revenues of the income tax on out-of-state athletes and entertainers will be distributed to public libraries for purchase of library materials, adding to the funding used to meet Missouri citizen needs for accurate and reliable information from libraries. Funds will be appropriated to the Library Networking Fund. Gifts, contributions, or bequests from federal, private, or other sources may also be deposited to the Library Networking Fund (RSMo182.812) and used according to the purposes of the gift (RSMo 181.021). Special reporting categories are put in place to track all expenditures. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

**3. PROGRAM LISTING (list programs included in this core funding)**

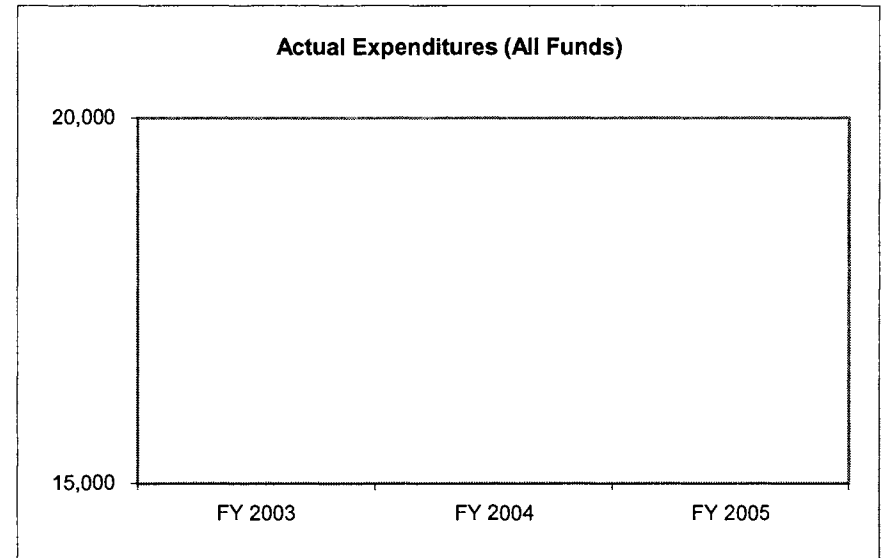
Athlete & Entertainers' appropriation for public library materials  
Library Gift and Special Projects Fund

**CORE DECISION ITEM**

<b>Department</b>	Secretary of State	<b>Budget Unit</b>	<u>23727C</u>
<b>Division</b>	Library Services		
<b>Core -</b>	Library Networking Fund Transfer		

**4. FINANCIAL HISTORY**

	<b>FY 2003 Actual</b>	<b>FY 2004 Actual</b>	<b>FY 2005 Actual</b>	<b>FY 2006 Current Yr.</b>
Appropriation (All Funds)	0	0	0	100,000
Less Reverted (All Funds)	0	0	0	N/A
Budget Authority (All Funds)	0	0	0	N/A
Actual Expenditures (All Funds)	0	0	0	N/A
Unexpended (All Funds)	0	0	0	N/A
Unexpended, by Fund:				
General Revenue	0	0	0	N/A
Federal	0	0	0	N/A
Other	0	0	0	N/A



**NOTES:**

No transfers from the Athlete & Entertainers Fund were made in 2003, 2004, and 2005. \$100,000 was appropriated for FY2006  
Private gifts and grants were expended in FY2003 through FY2005.



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**CORE RECONCILIATION**

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**SECRETARY OF STATE****LIBRARY NETWORKING-TRANSFER**

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**5. CORE RECONCILIATION**

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	<b>Budget Class</b>	<b>FTE</b>	<b>GR</b>	<b>Federal</b>	<b>Other</b>	<b>Total</b>	<b>Explanation</b>
<b>TAFP AFTER VETOES</b>							
	PD	0.00	100,000	0	0	100,000	
	<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	
<b>DEPARTMENT CORE REQUEST</b>							
	PD	0.00	100,000	0	0	100,000	
	<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	
<b>GOVERNOR'S RECOMMENDED CORE</b>							
	PD	0.00	100,000	0	0	100,000	
	<b>Total</b>	<b>0.00</b>	<b>100,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
LIBRARY NETWORKING-TRANSFER								
CORE								
PROGRAM DISTRIBUTIONS	0	0.00	100,000	0.00	100,000	0.00	100,000	0.00
TOTAL - PD	0	0.00	100,000	0.00	100,000	0.00	100,000	0.00
GRAND TOTAL	\$0	0.00	\$100,000	0.00	\$100,000	0.00	\$100,000	0.00
GENERAL REVENUE	\$0	0.00	\$100,000	0.00	\$100,000	0.00	\$100,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00

## PROGRAM DESCRIPTION

Department - Secretary of State

Program Name Library Services

Program is found in the following core budget(s): Library Networking Fund Transfer

### 1. What does this program do?

Section 143.183.7 RSMo requires that 10% of annual estimated Out-State Athletic and Entertainer Income Tax funds be transferred to the Missouri state library networking fund, where it is used for Missouri public libraries for books, audio, video, and other information materials to meet their user's needs for learning and quality information. Many smaller libraries retain outdated books since they can only afford to replace a few of their reference and non-fiction books each year. In fields where information changes rapidly such as health, sciences, business, and consumer information, new items should be purchased regularly to avoid incorrect and sometimes harmful information. Periodical prices have soared in the last decade. Resources previously used for books and periodicals have often had to be diverted to electronic resources. While electronic resources are necessary for access to some information, print and audiovisual resources are still vital to meet information and learning needs. Families need interesting, well-written, attractive materials to develop children's interest in reading and learning. Reading aloud to young children has been found to be a major factor in later reading achievement. All families need access to picture books and learning materials for their children, whether or not they can afford to purchase them. Many adults are life-long learners, using books and library materials for mental growth. Citizens without personal access to wide information resources are less likely to become an information underclass if they can access resources through a well-stocked library. They will successfully find accurate, reliable information in their local libraries. Missourians requesting information in rapidly changing fields such as health and consumer information will be able to access information they need to make informed decisions, search for jobs, plan career changes, and inform themselves as citizens. Older adults, especially, benefit from using library materials to maintain mental sharpness. Current research indicates a link between engaging in mentally challenging activities, such as reading, throughout adulthood and decreasing the risk of developing Alzheimer's disease. (Miller, Science Now, 3/6/01, p.1). Gifts, contributions and bequests from federal, private, or other sources may also be deposited to the Library Networking Fund and used according to the purpose of the gift. Interest accrued to the Library Networking Fund may also be spent for the purposes of the fund.

### 2. What is the authorization for this program, i.e., federal or state statute, etc.? (Include the federal program number, if applicable.)

Sections 143.183, 182.812 (Library Networking Fund), and 181.021 RSMo.

### 3. Are there federal matching requirements? If yes, please explain.

No

### 4. Is this a federally mandated program? If yes, please explain.

No

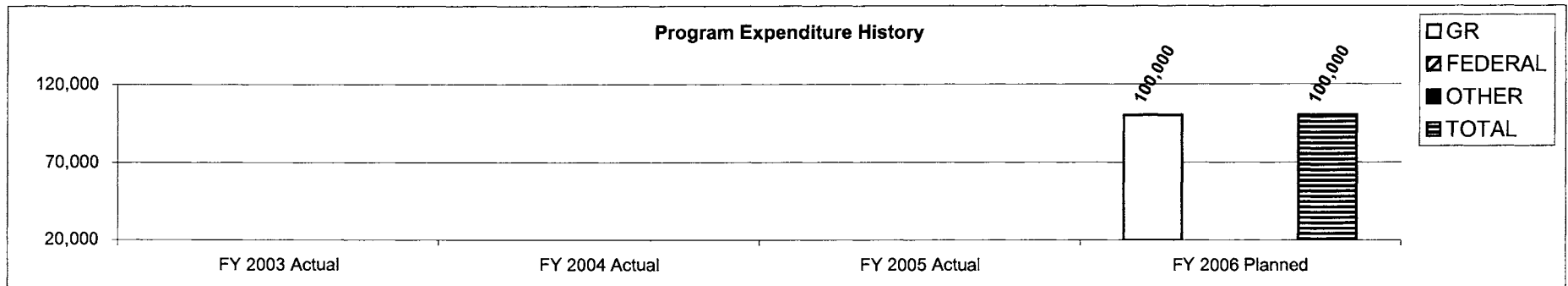
## PROGRAM DESCRIPTION

**Department - Secretary of State**

**Program Name Library Services**

**Program is found in the following core budget(s): Library Networking Fund Transfer**

**5. Provide actual expenditures for the prior three fiscal years and planned expenditures for the current fiscal year.**



**6. What are the sources of the "Other " funds?**

**7a. Provide an effectiveness measure.**

Number of libraries which would meet standard for per capita collection expenditures.

Based on 2004 collection expenditures

	No A&E funds		With A&E funds	
	library districts	percent	library districts	per cent
Meet standard	93	62%	103	69%
Not meet standard	56	38.00%	46	31%
	149		149	

**7b. Provide an efficiency measure.**

Number of books and materials added to library collections

Based on an average cost of \$30 per item

	2001	2002	2003	2004	2005	2006
Funds	\$915,701	\$376,569	0	0	0	\$100,000
No. of Items	30,523	12,552				3,333

## PROGRAM DESCRIPTION

**Department - Secretary of State**

**Program Name Library Services**

**Program is found in the following core budget(s): Library Networking Fund Transfer**

**7c. Provide the number of clients/individuals served, if applicable.**

Residents of library districts receiving funds:

	2003	2004	2005	2006	2007
Eligible library districts	165	165	166	166	166 (proj)
Population	5,113,162	5,113,162	5,118,448	5,118,448	5,118,448 (proj)

**7d. Provide a customer satisfaction measure, if available.**

The library districts are all very unhappy with the low funding for this statutory program.

# DECISION ITEM DETAIL

Budget Unit	FY 2005	FY 2005	FY 2006	FY 2006	FY 2007	FY 2007	FY 2007	FY 2007
Decision Item	ACTUAL	ACTUAL	BUDGET	BUDGET	DEPT REQ	DEPT REQ	GOV REC	GOV REC
Budget Object Class	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE	DOLLAR	FTE
<b>LIBRARY NETWORKING-TRANSFER</b>								
<b>Full Dedication-Ath&amp;Ent-GR TRF - 1231003</b>								
FUND TRANSFERS	0	0.00	0	0.00	2,440,000	0.00	450,000	0.00
TOTAL - TRF	0	0.00	0	0.00	2,440,000	0.00	450,000	0.00
<b>GRAND TOTAL</b>	<b>\$0</b>	<b>0.00</b>	<b>\$0</b>	<b>0.00</b>	<b>\$2,440,000</b>	<b>0.00</b>	<b>\$450,000</b>	<b>0.00</b>
GENERAL REVENUE	\$0	0.00	\$0	0.00	\$2,440,000	0.00	\$450,000	0.00
FEDERAL FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00
OTHER FUNDS	\$0	0.00	\$0	0.00	\$0	0.00	\$0	0.00